

UCLA Extension Pathway



Pathway Student Handbook

Welcome to Pathway at UCLA Extension

It is my pleasure to welcome you to Pathway at UCLA Extension. We are delighted that you chose Pathway to support you in continuing your education. You are joining millions of young people around the country that are also starting their college experience. To get to this point you have already accomplished a great deal, and everyone at Pathway wishes you the best as you take this big step.

With Pathway you will experience a unique and positive learning environment. You will learn about yourself and the world around you. Our classes are designed to expand your academic skills as well as give you concrete skills you will use everyday. Pathway instructors and staff are committed to helping you create a meaningful college experience.

Along the way you will take on a lot of new responsibilities and take concrete steps toward living independently. Yes, there will be success. Yes, there will be challenges. We are here to celebrate your successes and help you with the challenges. All we ask is that you make a commitment to do the best that you can. Working together, we will show the world what you can do.

This handbook should contain most of the basic information that you need. There are some important policies that you should read and be familiar with. We will review many of these things during our orientation sessions, but ultimately you are responsible for understanding the information. If you have any questions please ask.

Congratulations!

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Latham". The signature is fluid and cursive, with a long horizontal stroke at the end.

Eric Latham
Pathway Director

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Important Program Information

Fees

Pathway is a part of UCLA Extension, and while Extension is an integral part of UCLA, we do not receive any funding directly from the state or university. Our program is supported entirely by student tuition fees, grants, and philanthropic support.

There are three components to the Pathway fee structure:

1. Tuition
2. Housing
3. Meal plans (optional)

Tuition and housing fees are payable directly to UCLA Extension in one of the following ways:

By mail: UCLA Extension
 PO Box 24901
 Department K
 Los Angeles, CA 90024-0901

In person: UCLA Extension Cashier
 10995 Le Conte Ave
 Los Angeles, CA 90024

By phone: (310) 825-2800

Meal plan fees are optional and payable to the UCLA Housing Cashier's office, ***not*** the office listed above. Students will be assisted by staff to purchase meal plans during the first week of school.

Tuition fee payments and Promissory Note

Tuition fees are payable for the **entire year** and are divided into payments for your convenience. Full tuition payments received before August 1st are eligible for a 5% discount. All students and their parents must sign a Promissory Note at the beginning of the year that specifies the payment schedule.

The Promissory Note is an obligation to pay the entire fee. Students will not be enrolled without a signed promissory note and current fee payment.

Fees cover enrollment in all Pathway classes and program services. Students who choose to take UCLA classes through concurrent enrollment with Extension, UCLA Recreation, and other institutions outside of UCLA Extension may be required to pay additional fees.

Rent and the Housing Contract

Every residential student must sign a housing contract with UCLA Extension. You should be familiar with all the terms of your Housing Contract and any Appendices. This contract covers your housing for the entire year. Students that withdraw or are dismissed may be obligated to make all payments in accordance with the Housing Contract.

Rent is due monthly and checks or money orders should be payable to U.C. Regents. Late payments will be assessed a \$25 late fee.

Dining Services/Meal Plans

Pathway students may choose to purchase a Non-Resident Meal Plan through the UCLA Housing Cashier's Office. Meal plans are paid for quarterly at the Housing Cashier's Office and are non-refundable. Checks for meal plans should be made payable to the UC Regents. Pathway staff will assist students in purchasing meal plans at the UCLA Housing Cashier's Office at the beginning of each quarter.

Independent/Supported Living Services

Independent Living and Supported Living Services (IL/SLS) are **NOT** provided by Pathway staff. These services are provided by an agency that specializes in providing IL/SLS services, and are vendored by the regional center. While Pathway collaborates and regularly communicates with the IL/SLS staff, Pathway does not control these services.

It is the responsibility of each student and their family to assure that these services are in place either through your respective regional center or via private pay contract prior to starting Pathway. Families will be responsible for payment of these services if the process has not been completed. The number of hours of service that each student receives is determined by the IL/SLS agency, the student/family, and the regional center Service Coordinator if applicable. Issues and concerns with IL/SLS services must be addressed with the provider's management staff and/or the regional center Service Coordinator.

Health Care and Medications

Pathway students are required to provide their own health care coverage. If you do not have a local doctor, it is strongly encouraged that you locate one near the UCLA campus before you start the program.

Pathway does not provide individualized health and medical support nor do we provide assistance with medication management. Students and their families must make arrangements for healthcare support with the IL/SLS provider staff to manage their health and medical needs.

Medications

Pathway students must be able to manage their own medications. If students require assistance with their medications, they must make arrangements with the IL/SLS provider for that support. Pathway staff does not provide assistance with medications.

Mental Health

While Pathway staff are available to assist and support students with challenging situations, if a student wants or needs on-going, individualized counseling or therapy, they must make arrangements with a private therapist or through their healthcare plan. Pathway does not provide individualized counseling services.

Residential Support

All residential services are contracted out to our preferred IL/SLS agency. Staff providing residential support are trained in CPR/First Aid and emergency procedures, and a staff member will be available for emergencies 24-hours per day during the academic year.

The role of the residential support staff is to assist students in creating a safe, supportive and inclusive living-learning community that engages students in order to foster their academic success, personal growth, and responsible citizenship.

The staff member on duty will be responsible for periodically checking in on students, and make sure that students are following the established rules.

Roommate Relations

The foundation of a close residence community is built from close and positive roommate relationships. While many of us have had experience building relationships of various types, few of us have had experience living in such close quarters. This can, of course, be quite a challenge.

It is important to recognize that roommates need not be best friends. Yet, building good roommate relationships requires the same courtesy, consideration, understanding, listening and time that building good friendships requires. As friends occasionally have disagreements and misunderstandings, so do roommates.

A good place to start getting to know your roommate(s) is to compare notes on your background and your thoughts about being away from home for the first time—a quick overview of where you've been and where you're headed.

You may want to talk about some of the basic issues college roommates face such as: study and sleep schedules, friends vs. privacy, drinking, neatness of the room, etc.

There are many benefits and difficulties to having multiple roommates/apartment mates. Two roommates can develop a friendship and inadvertently (or purposely) leave out other roommates. Of course, there will be times when you feel you have more in common with one roommate/apartment mate than the other, but remain conscious of the feelings of the other roommates. Beware of consistently excluding a person from what is happening in his/her room or apartment.

Having more than one roommate can be a pleasure, a challenge, or an adventure—depending on your attitude. A sense of being “crowded” depends on your perspective, as well as your physical surroundings and the people sharing the room.

You can feel crowded with one roommate if you are used to having your own room at home. Naturally, the task of getting organized becomes more difficult as you increase the number involved in the process. That is why communicating and negotiating are essential to living with others. Make sure you fill out your Roommate Contract with your roommates (see your residential support staff for

assistance). This will help facilitate the establishment of open lines of communication among you.

Safety & Security

The UCLA campus and the Westwood area are both busy, urban environments. Overall, though, by taking some basic precautions, the area is very safe and there are many resources to provide assistance to students. During the first few weeks of Pathway there will be intensive support and training for students to navigate to and from the areas they will be frequenting.

Until students have demonstrated that they can navigate successfully, we suggest that they be accompanied. As students gain skills and confidence, the amount of support needed may be decreased. It is, however, always a good idea for students to use a buddy system, even when they are familiar with the area. We encourage all students to have a cellular phone and to know the numbers for the Pathway office, key staff members, and emergency personnel; we will support students to program essential numbers in their phones during the student orientation process.

The apartment building is secure and only residents and their guests are allowed in the building. Students should not invite or allow anyone they do not know into the building.

1. Students are expected to communicate with the residential staff by phone, text, or in person if they will be out of the building after 10 pm.
2. Students are encouraged to be accompanied by a buddy (such as another Pathway student, staff, or partner staff) when leaving the apartment building after dark.
3. Students are expected to notify staff at least 24 hours in advance in writing by text message, email, or paper (and conservator if warranted/applicable) for the following situations:
 - a. If leaving the apartment building and staying overnight outside of the apartment building;
 - b. If unable to attend formal Pathway events at which attendance is expected (ie: classes, scheduled meetings).

Community Service Officer (CSO) Program/Campus Escorts

When traveling the campus area between dusk and 1 a.m., the UC Police Department provides walking escorts for students who would like to be accompanied. Call (310) 794-9255 (x49255 from campus phones) 30-minutes ahead of time to request an escort.

Telephones/Cell Phones

Students may wish to use a cellular phone rather than a phone in their apartment for convenience and safety reasons. It is up to the student and their family as to how they want to handle cell phone services. For some students it may be more cost effective to be included on a family plan paid for by their parents. We suggest that if the student does use a family plan that the student receive a monthly bill highlighting his/her expenses so that the student may pay the family member or phone company, directly, for his/her monthly phone charges. Students should also be held responsible for covering any overages due to their usage.

Cell phones are very convenient but can also be very disruptive. Pathway instructors and staff will request that students turn off their phones during instructional time. Calls or text messages to the student from family and friends should be coordinated for breaks and non-instructional times.

Visitors

Classrooms

Guests are not allowed in Pathway classes without the prior approval of the Pathway Program Manager and the Instructor. For other UCLA Extension classes individuals may attend, without charge, the first scheduled class in a course of six or more meetings, unless otherwise stated and if space/enrollment limitations permit.

Apartments

Overnight guest(s) are limited to stay only four (4) nights per month. Residents are responsible for their guests and must receive prior permission from all the roommates for any overnight visitors.

All Pathway students will participate in classes that provide information about relationships, human development, personal skills, sexual behavior, and sexual health. These subjects are addressed initially in the fall quarter every year for 1st year students, with on-going instruction throughout the two-year program. All students must complete and demonstrate competence in relationship and sexuality concepts before being supported in unsupervised visitations in other students' bedrooms.

Pathway and UCLA Extension Policies and Procedures

Attendance Policy

Every student is expected to participate in each of his/her courses through regular attendance at lecture and laboratory sessions. It is further expected that every student will be present, on time and prepared to participate when scheduled class sessions begin.

At the first class meeting, instructors are expected to distribute in writing the attendance policies which apply to their course. While attendance itself is not used as a criterion for academic evaluations, grading is frequently based on participation in class discussion, laboratory work, performance, field experience or other activities which may take place during class sessions. If these areas for evaluation make class attendance essential, the student may be penalized for failure to perform satisfactorily in the required activities.

When a student must be absent from class due to extended illness, a death in the family or similar genuine emergency, the Program Manager of Pathway should be informed immediately so that the appropriate notice can be provided to individual instructors. Students who must miss class due to participation in a field trip, athletic event or other official college function should arrange with their instructors for such class absences well in advance. In every instance, however, the student has the responsibility to initiate arrangements for makeup work.

Alcohol & Drugs

UCLA is designated as a drug-free environment, and only under certain conditions is alcohol consumption permitted (none is permitted at athletic events). The sale, manufacture, distribution, or possession of any controlled substance without a prescription is illegal under both State and Federal Laws. Such laws are strictly enforced by UCLA police officers. Student violators are subject to University disciplinary action, criminal prosecution, fine, and imprisonment.

In keeping with its educational mission, the University assumes the responsibility to better inform the UCLA community about alcohol and substance abuse.

Pathway students will receive detailed alcohol and drug abuse awareness training.

Alcohol

Regulations regarding the possession, consumption, or distribution of alcoholic beverages on university grounds include the following:

- Possession of visible containers, opened or closed, (e.g. cups, cans, bottles, cases/boxes, on which alcoholic beverage insignia appear) anywhere on university grounds is prohibited.
- Violation of any other regulation while under the influence of alcohol is considered an additional infraction of regulations.
- Inability to exercise care for one's own safety or the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of alcohol is considered an infraction of regulations.
- Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State Law or University Regulations.

Controlled Substances

Regulations pertaining to the possession, use or distribution of controlled substances on university grounds include the following:

- Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, as defined under Federal and/or State law or regulations is prohibited.
- Possession or use of drug paraphernalia containing controlled substance residue is prohibited.
- Violation of any other regulation while under the influence of a controlled substance is considered an additional infraction of regulations.

- Inability to exercise care for one's own safety, the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of a controlled substance is considered an infraction of regulations.

Bruin Card

The Bruin Card is the official UCLA identification card used to confirm status and eligibility for services. The fee to replace a lost/stolen card is \$23.50 and damaged is \$7.50. Report lost/stolen cards 24 hours a day at the Bruin Card website: www.bruincard.ucla.edu. To obtain a photo ID, you must have a government-issued identification card (driver's license, state identification card, or passport).

Bruin Card Centers

123 Kerckhoff Hall

(310) 825-2336

www.bruincard.ucla.edu

Hours: 9:00 am-4:00 pm (Mon-Fri)

150-A Sproul Hall

Hours: 9:00 am-4:00 pm (Mon-Fri)

10920 Wilshire Blvd, Suite 107

Hours: 9:00 am-4:00 pm (Mon-Fri)

Computers and Email

While a computer is not required, students are encouraged to bring their own computer/laptop for their personal use. As with all personal possessions, students are responsible for the security of their computer.

Email and Internet

Internet service in the apartments is supplied by management, and is available for a monthly service fee. Students also have the option of purchasing their own separate internet services (as an apartment) through Time Warner Cable.

Students are encouraged to use an existing email account, and can be supported with securing an email address.

Nondiscrimination Policy

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Students may complain of any action which they believe discriminates against them in violation of this policy. Contact the Office of the Director of Student and Alumni Services, UCLA Extension, Suite 113, 10995 Le Conte Ave., Westwood; (310) 825-7031.

Privacy Statement

UCLA Extension is committed to respecting your privacy. You can visit UCLA Extension on the web or receive our monthly newsletter without revealing any personal information. If you fill out one of our request or survey forms, we may ask you for personal information, such as your name, address, phone number, and email address so we may send you materials based on interests you indicate. Should you choose to provide us with any personal information, such as age or level of education, you can be assured that UCLA Extension will only use it in the aggregate. We do not and will never sell or rent your mailing address, email address, or any other data that can personally identify you in any way to an outside group.

Services for Students with Disabilities

UCLA Extension offers accommodations and support services to qualified applicants and students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Arrangements for auxiliary aids/services are available only through UCLA Extension Disabled Student Services at (310) 825-7851 (voice/TTY) or by e-mail. Please request such arrangements with at least five working days' advance notice. All assistance is handled in confidence.

Accommodations and types of support services vary and are specifically designed to meet the needs of each student based on current, verifiable medical documentation.

Every effort is made to locate and conduct courses that are structurally and programmatically accessible; however, prior arrangements may be necessary to provide access at some locations on the UCLA Campus. Direct any questions regarding accessibility to UCLA Extension Disabled Student Services at the telephone number or e-mail address listed above.

Smoking/Tobacco Use

UCLA's campus is tobacco free. All forms of use are prohibited, including cigarettes, cigars, chewing tobacco, and electronic vaporizers. This extends to the entire campus – pedestrian walkways, grounds, streets, classrooms, restrooms, hallways, labs; and to all spaces where we convene off-campus. The residents of the apartment building must abide by the *Universal Student Housing* policies which prohibit any smoking inside the apartments or apartment building except for balcony areas.

Student Conduct

We take pride in offering Pathway students a first-class university learning environment. To preserve this environment, UCLA Extension will intervene on matters of misconduct. Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including:

- All forms of academic misconduct such as cheating, plagiarism, or helping another person to cheat.
- Lying to a University official. Providing false information to the University.
- Forgery, alteration, or misuse of University documents, records, keys, or identifications;
- Theft of, damage to, or destruction of any property of the University or Universal Housing Apartment facilities, or the property of others.

- Unauthorized entry to or use of University properties, equipment, or resources;
- Willful disruption of teaching, research, administration, or other University activities.
- Sexual harassment, sexual violence, domestic or dating violence; retaliation against those who report these and other forms of misconduct wherever it might occur.
- Harassment, defined as conduct that is so severe or pervasive and objectively offensive that a person's access to University programs or activities is impaired;
- Physical abuse including but not limited to assault, sex offenses, other forms of violence; threats of violence; or other conduct that threatens the health or safety of any person wherever it might occur.
- Stalking, which is conduct repeatedly directed at another person with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; and where the behavior is reasonably determined by the University to seriously alarm, torment, or terrorize the person, wherever it may occur.
- Disorderly conduct, disturbing the peace, or failure to comply with directions of a University official or Extension instructor acting in the performance of his/her official capacity.
- The unlawful use, possession, sale, distribution, or manufacture of controlled substances on University property or at official University functions.
- The possession or use of alcohol on University properties in violation of campus regulations.
- The use or possession of chemicals, explosives, or highly combustible materials that are potentially dangerous such as firecrackers, gasoline, vehicle batteries, and unauthorized pesticides.
- Brandishing or possessing a weapon or potentially dangerous sporting or recreational equipment—including projectile devices (e.g., pellet guns, paint guns, sling shots, etc.), at UCLA or in or around the apartment facilities. Misuse of any tear gas type device carried for self-defense (including pepper spray) is strictly prohibited.

Pathway students and all true Bruins respect one another and all other people. Bullying, harassment and sexual harassment are not tolerated. Bullying, harassment and sexual harassment may include:

- disparaging or derogatory remarks about another's race, national origin, religion, sex, gender identity, pregnancy, disability, medical condition, ancestry, age, sexual orientation, or citizenship;

- disparaging or derogatory remarks, jokes, or unwelcome teasing of another person;
- verbal harassment or abuse
- subtle pressure for sexual activity
- unwelcome touching, patting, or pinching
- demanding sexual favors

If you experience what you consider to be bullying, harassment or sexual harassment, and you feel comfortable enough to say "no," let the offender know firmly and immediately, then report it. For assistance, if you believe you have been bullied, harassed or sexually harassed by anyone, contact the Pathway Program Manager, Program Director, or UCLA Extension's Director of Student and Alumni Services.

Discipline

There are consequences to misconduct described in this handbook. The authority for investigating and sanctioning misconduct is vested with the Dean of Continuing Education, and delegated as follows:

- The Program Manager and Residential Services Manager have the authority to investigate, document and sanction infractions of first instance that are *not* deemed serious threats to the health, safety or welfare of the Pathway community. They may write counseling memos and letters of warning.
- The Program Director and Program Manager have the authority to investigate, document and intervene with violations of any type, including repeated infractions. He/she may write letters of warning, and in serious circumstances may direct an ***interim suspension*** to separate parties for their safety. He/she may negotiate or direct the ***withdrawal*** of students found to have engaged in behavior that poses a significant risk of harm to themselves or to others, or that risks or causes significant property damage. Neither of the following forms of ***withdrawal*** will give rise to punitive notations on students' academic records, and the student whose participation is interrupted will be eligible for a refund of paid fees or the forgiveness of debt for the portion of instruction and housing not consumed:
 - ***By-agreement withdrawal*** will occur when the alleged perpetrator, the alleged victim(s), their representatives, parents or conservators reach agreement that a withdrawal from the program by the perpetrator is in the best interest of all parties.

- ***Involuntary withdrawal*** may occur whether or not agreement is achieved by the parties and their representatives, if in the opinion of the Program Director the student's violation is reasonably believed to be involuntary or the student lacked or lacks the capacity to comprehend the nature of the act or to participate in a disciplinary process.
- The Program Director, or any alleged victim or his/her conservator or parent if the student has not achieved legal majority, may choose to seek regular application of UC and UCLA Extension policy regarding student conduct.

The policy may be viewed here:

<https://www.uclaextension.edu/unexPolicies/Pages/gallery/SA501.pdf>

In such cases, allegations will be referred to Extension's Director of Student and Alumni Affairs for investigation, process and outcome. Remedies may include ***interim suspension, suspension*** or ***dismissal***. In cases resulting in ***suspension*** or ***dismissal***, an adverse notation will be made on the responsible students' records, and obligations described in the promissory note will not necessarily be forgiven nor will fees paid for instruction consumed be subject to refund.

Community Information

Activities & Programs

Programs are designed to build a community to support the academic pursuits of students, to provide leadership opportunities, and to help develop each student as an individual. Students will be working together and with staff assistance to plan activities and programs, including both on and off campus activities.

Topics for these programs are virtually endless and students are encouraged to suggest ideas for programs. While these activities are optional, it is important for students to learn how to manage leisure time as well as how to budget and plan for larger activities. Programming funds and access to events are limited, so programming fees may be required by each resident (see your residential support staff for details).

At the beginning of the year many student activities will be held in groups. As students become more comfortable and demonstrate responsibility they may be assisted to engage in activities on their own or with smaller groups. Planning for activities both on and off campus will include learning to use transportation and how to get safely to and from events.

Recreation

Recreation and physical activity are considered key elements to maintaining overall health and wellbeing. All Pathway students are encouraged to participate in recreational activities to earn the certificate of completion. At the beginning of the program, all students will receive access to UCLA Recreation and the John Wooden Center. This will permit students to use a variety of recreational resources:

- Los Angeles Tennis Center—8 lighted tennis courts
- Sunset Canyon Recreation Center—25- & 50-meter pools with picnic/barbecue areas
- John Wooden Recreation and Sports Center—gym & fitness center, racquetball, basketball and rock climbing
- Marina Aquatic Center—located in Marina del Rey—sailing, windsurfing, kayaking, and other nautical sports

Additionally, students can take courses in fitness, sports, dance, martial arts, tennis, cooking and swimming, among others. These fun classes are a great way to learn new skills, relieve stress, and meet others with similar interests. These classes vary in length, and may require additional fees.

Religious Services

The UCLA campus community is diverse. There are places to worship for persons of nearly all faiths. UCLA student groups also represent many of the major faiths. The University Religious Conference at UCLA can help you contact religious groups. Visit their site at: <http://www.studentgroups.ucla.edu/URCFriend/>

Based on the interests of individual students we will assist them in arranging transportation to/from and support them in attending religious services.

Transportation

UCLA and the surrounding communities have an excellent system of bus lines which consists of three companies (Santa Monica Municipal Bus Line --known as the Big Blue Bus; the Metropolitan Transit Authority-MTA; and the Culver City Bus Line). These lines provide the rider with convenient access to destinations throughout the city of Los Angeles and Los Angeles County and, of course, to UCLA Extension facilities.

UCLA Campus Express Bus

The Campus Express is a free shuttle bus. It takes you from various places in Westwood Village to several main parts of the campus. You don't need an ID card; just get on or off at any of the stops. The shuttle bus operates from 7 am until 6 pm, Monday through Friday--excluding University holidays. Buses arrive at stops approximately every 8-10 minutes.

Transportation from student apartments to Westwood

MTA buses #2 and #302 both run on Gayley Avenue into Westwood Village then up the East side of campus. These buses run very frequently and students can catch the bus at the corner of Gayley and Midvale.

Reduced Fare Pass

Pathway students may be assisted in acquiring a reduced fare transit pass available through Metro. This pass will allow students to use most public transit in the greater Los Angeles area.

Personal Safety Precautions/Suggestions

In your apartment

- Keep police and emergency numbers near your telephone.
- Lock all doors and windows whenever you leave. Take your keys with you even if you leave for only a short while.
- Keep all doors and windows locked whenever possible.
- Do not lend your keys to service people or anyone you do not know well and/or you do not trust.
- Do not attach your address or room number to your key chain.
- Always ask visitors for identification before you let them in.
- If a stranger asks to use your telephone, do not open your door. Instead, offer to call for emergency assistance for him/her.
- Get to know your neighbors so you can help each other.
- Report any suspicious or unusual activity by calling UCPD at (310) 825-1491.
- Do not prop open residence doors. Meet visitors at the door.
- Do not tamper with door locking mechanisms. Never use tape, pins, etc. to keep the door from locking shut.
- Think about whether you want to leave notes or signs on your door letting people know you are out of your room for extended periods of time. This can alert potential thieves to your absence. Unfortunately, most thefts are perpetrated by fellow students.
- Do not allow strangers to enter your room/apartment unless they are properly identified. If a stranger does enter your room/apartment, demand that he/she leave. If he/she refuses, create a commotion and leave quickly.
- Don't leave large sums of money, jewelry, or valuable items in your room/apartment. Secure valuables elsewhere when on vacation or breaks.
- If you feel that you are in immediate danger, dial 911 and explain the situation to the police. You can also call the Pathway office at (310) 794 – 1235 during the hours of 8:00 AM – 4:30 PM Monday-Friday to get the UC Police Department.

Fire Safety

Fire is a serious life-threatening danger. Every small fire can turn into a large fire. You must be prepared in advance for the threat of fire. Have a good working knowledge of the following fire safety tips.

Prepare your emergency exit routes from your home, floor, and work place. Observe and commit to memory where the exit points are located. Fire does not discriminate; the toxic smoke and gases from a fire may harm you before the fire actually arrives. You may become disoriented from the toxic smoke during an actual fire emergency.

Learn the locations of all fire extinguishers, fire alarm pull stations, and fire hose cabinets in your living or working places. Have a good working knowledge of their operational usage. Recognize and memorize the location of the fire protection equipment devices in your area. Report any missing or tampered with fire protection equipment to your Apartment Manager. Call the Apartment Manager with any unsafe conditions.

Emergency phone numbers should be posted in close proximity to all telephones. The following phone numbers should be listed: Fire/Police/Emergency Medical Services (EMS)/telephone number 911, the front desk number, and your telephone number.

If a Fire Occurs:

DO: Evacuate all people from the immediate fire area.

DO: Close all doors as you leave the area. This action will confine the fire problem in the immediate fire-involved area.

DO: Activate the nearest fire alarm pull station. An alarm bell will sound.

DO: Report the fire incident; never assume that the fire will be reported by someone else. Dial 911, tell the dispatcher your name, location of the emergency, whether persons are trapped, and any other information the dispatcher requests.

DO: Leave the fire area by the nearest stairway. Never exit the area by using the elevator. Always exit downwards before traveling up. Use the roof access as a last resort.

DO: Assemble in the assigned area outside the building (off the 1st floor exit at the corner of Midvale Ave. and Landfair Ave.). Never re-enter the building until a fire department official and/or Pathway staff give the all-clear message.

DON'T: Exit the room, area, or building until you have physically felt the top and bottom of the door. If the door is hot or toxic smoke is entering the spaces around

the door, do not exit. Keep the door closed, remain calm. Do not panic. Help is on the way.

DON'T: Congregate in the stairways. Keep to the right and travel until you are safely out of the building.

DON'T: Arbitrarily break windows. Falling glass can be a serious hazard to persons below or fire fighters.

DON'T: Waste time trying to gather valuables before exiting the building.

If you should become trapped inside a burning building, follow these guidelines:

- Call 911 and notify the dispatcher of your exact location.
- If possible wet a blanket or similar item and place under the door opening (while the door is closed). This will help keep the toxic smoke from entering the room and give firefighters a chance to rescue you.
- Open a window on the street side of the building (if possible). Hang a bright colored sheet or clothing out of the window. This will attract the firefighters.
- NEVER plan on the fire department rescuing you. If you can exit the building, do so immediately. Do not become a part of the rescue problem.
- Never jump from any building that is on fire.

Fire Hazard Prevention Tips

- Aisles, corridors and other exit pathways must always remain clear of any obstruction
- Storage of articles within the corridors, aisles, equipment rooms, under stairwells, rest rooms, and over exit doorways is prohibited.
- Corridor doors are made to resist fire. These doors will slow down smoke and the fires progress. Do not wedge them open. This includes stairwell doors and elevator landing doors.
- Extension cords, ungrounded plugs, and multiple outlet adapters are prohibited. The use of a multiple plug-in electrical extension strip is permitted when the strip is Underwriters Laboratories (UL) approved and when the strip has an in-line circuit breaker.
- Smoking is only permitted in outdoor designated areas.

Earthquake Safety

Preparing for an earthquake is everyone's job. Southern California is earthquake country. Counties, cities, business establishments, and universities have earthquake plans—but if they are going to work, everyone has to have their own personal earthquake plan. UCLA's emergency plan depends on people who are not critically impacted in a quake being able to be self-reliant so that resources can go where they are needed most.

What To Do Before An Earthquake

- Know what the dangers are. Read as much as you can on the subject.
- Identify hazards in places where you spend most of your time--tall cabinets and bookcases, overhead lamps and ceiling fans, etc. Move heavy objects from high shelves to lower shelves. Know the danger spots such as glass windows, skylights, brick walls, and unsecured furniture.
- Select safe areas in each room--under tables or desks or against inside walls and supported doorways.
- Establish an out-of-state telephone contact to call after a disaster and keep the number in your wallet. Instruct your family to use the number to relay information about yourselves among one another.
- Keep an emergency kit under or beside your bed. Some of the essentials to include are: first aid items, flashlight, sturdy shoes, extra medication, spare eyeglasses, battery-powered radio, a bottle of water and wrapped snack, a sweater or jacket, and the telephone number of your out-of-state phone contact person.

During An Earthquake

- When you first feel shaking, immediately take cover under something sturdy: under your desk, in the hallway; cover your head.
- Do not attempt to walk during the quake; you may be thrown to the ground.
- Do not try to go outside. The area immediately surrounding any building is extremely hazardous due to falling objects and breaking glass.
- If you are outside when a quake starts, move away from the sides of buildings, overhead power lines, chimneys, antennas, etc. Drop to the ground and protect your head.
- Accept that you may be frightened. There will be a great deal of noise and the lights, except for emergency lighting, may go out.
- Expect the intensity of the shaking to fluctuate. It may increase and decrease several times before subsiding. Wait a few seconds after the shaking stops before leaving your protection.

What To Do After An Earthquake

- Make sure you are wearing shoes to avoid injury from broken glass, etc.
- If an evacuation is ordered, use the stairs. Never use elevators during a building evacuation.
- Do not re-enter your residence or any building, including parking structures, until they have been examined and declared safe. Remember, there is the likelihood of aftershocks.
- Apartment staff, University staff, or other campus officials will dispense additional information; listen to them and follow their instructions. Your safety may depend on your cooperation, so please comply.
- Report to residential staff at the designated emergency area (off the 1st floor exit at the corner of Midvale Ave. and Landfair Ave.), or a Pathway staff member so that they can account for your safety.

Academics

Grading

Students must achieve a grade of “C” or better to successfully complete the course. Courses in which a grade of “C-,” “D,” “F,” or “NP” was received may be repeated.

The UCLA Extension Grading Scale

A – Superior

B - Good

C – Fair

D – No Pass

F – No Pass

I - Incomplete (work of passing quality but incomplete; may be revised by completing work as required)

DR - Deferred Report (see "[Student Conduct](#)")

P - Passed (work which would otherwise earn a grade of “C” or better)

NP - Not Passed (less than “C”)

All grades except Incomplete (“I”) are final when filed by the instructor in the Final Grade Report.

Grade Reports

Grade reports are received approximately two weeks after the end of each term.
Per University rules, grade reports can only be given to the student.

In all courses in which grades are awarded, instructors may grant students up to one quarter to make up an “I.” After one quarter—or sooner if required by instructor—an “I” will automatically lapse to an “F.” Grades “A,” “B,” “C,” and “D” may be modified by the suffixes + or -. The temporary grade of “DR” will be posted if allegations of academic dishonesty are pending.

Special Grading Policy 900 Courses: Pathway courses are 900 level courses. UCLA Extension follows a nonpunitive grading system in these courses. For students enrolled in these courses "For Credit, Letter Grade," the grades “A,” “B,” “C,” “D,” or “F” may be recorded. However, if a student fails the course, no record

of his/her enrollment will appear on the official transcript. Similarly, for students enrolled "For Credit, Passed/Not Passed," a grade of "P" is recorded; if the student receives a grade of "NP," no record of enrollment appears on the transcript.

Independent Study and Special Arrangement Courses

Independent Study

Independent Study (also referred to as "audit classes") should be used for individual pursuit of topics within or beyond a student's major field of study which transcend the regularly available curriculum. It will normally involve research, primary source reading, or field work. When planning for independent study, the student and his or her advisor should strive to maintain a balance between this mode of study and other elective courses. A disproportionate number of independent study courses will tend to prevent a student from taking other elective courses which are equally important to scholarly development.

An independent study contract consists of a written proposal prepared by the student that contains the following:

1. A detailed description of the project,
2. A description of prior course work or other experience which prepares the student for the proposed activity,
3. Dates for completion of project milestones where applicable.

The methods by which the student's work will be evaluated must be clearly stated in the proposal. Some appropriate forms of evaluation include a paper, a performance, and/or a presentation.

To determine the number of credits, the guideline of a minimum of 12 hours of effort per week per course unit shall apply.

Special Arrangement Courses

A special arrangement course is an experience in which the student covers the content of a regularly scheduled course through individual study under the guidance of a faculty sponsor. Enrolling in a special arrangement course requires authorization by the Pathway Program Manager. Permission for a special arrangement course will not be granted during a quarter in which the regularly scheduled course is available.

Internships

The primary purpose of the internship is the development of vocational competence, career exploration, and on-the-job training.

Requirements for the Internship

1. Actual professional situations where the student experiences the requirements of employment.
2. The internship is an applied experience. In the internship, the student should apply what he/she has learned in the classroom. Specific knowledge, methods, skills, activities, etc. should be listed for each intern in the proposal.
3. A written assignment (or portfolio) requiring research and/or creative work should be required. A simple log describing activities may be included but in and of itself is not sufficient to satisfy this requirement.
4. The intern should be paid a salary whenever possible.
5. Internships will be graded on a letter grade so as to measure the progress and generalization of skills learned in the classroom.

Repeating Courses

A student may repeat any course once. If a student desires to take a course more than twice, permission must be obtained from the Pathway Program Manager, and where applicable, the department offering the course. When a course is repeated, only the highest grade is counted toward meeting graduation requirements.

Transfer Credit

Pathway classes are numbered in the 900 range. Students in these classes are evaluated, but do not receive credit that is transferable. Some UCLA Extension or UCLA classes taken through concurrent enrollment do earn transferable credit.

The maximum number of transferable units Pathway will accept from courses taken at community colleges or junior colleges may not exceed eight course units. The maximum number of courses transferred from all sources will not exceed 16 course units.

Pathway Contact Numbers

Pathway at UCLA Extension
 10995 Le Conte Ave., Ste. 639
 Los Angeles, CA 90024-1333
 Main (310) 794-1235
 Fax (310) 206-5006

Name	Title	Phone	Email
Eric Latham	Executive Director	(310) 794-1112	elatham@uclaextension.edu
Brooke Nakagawa	Program Manager	(310) 794-4341	nakagawa@uclaextension.edu
Wendy Abarca	Student, Alumni & Outreach Coordinator	(310) 794-7951	wabarca@uclaextension.edu
Rachel Grazer	Student & Vocational Coordinator	(310) 206-5356	rgrazer@uclaextension.edu

Other important numbers

Organization	Names	Phone	Address
Universal Student Housing	Leo Borges Emerson Torres	(310) 824-4908	424 Kelton Ave. Ste. 508 Los Angeles, CA 90024
Level Up Solutions	Michael Harley	(626) 808-6332	424 Kelton Ave. Apt..319 Los Angeles, CA 90024