

**UCLA**  
**DEPARTMENT OF**  
**GENDER STUDIES**  
**GRADUATE HANDBOOK**  
**2016-17**

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

# TABLE OF CONTENTS

## I. Program Information

A. Gender Studies Requirements – Doctoral Degree	3
B. Course Information	6
C. Graduate Transfer of Credit	8
D. Change of Residency	8
E. Gender Studies Offices	9
F. Administrative Contact Information	10
G. Complaint Procedures	11
H. Business Cards	11
I. Graduate Fellowships and Funding Opportunities	11
J. Teaching Apprentice Job Duties and Expectations	12

## II. General Information

A. Academic Calendar	13
B. Registration for Classes	14
C. MyUCLA	15
D. Bruin Card	15
E. BAR Account and Bruin Direct	15
F. Bruin Online (BOL) Accounts (E-Mail)	15
G. Parking & Transportation	15
H. Bookstore & Textbooks	16
I. Recreation Center	16
J. Library Information	16
K. UCLA Center for the Study of Women	16
L. Lesbian, Gay, Bisexual, Transgender Resource Center	17
M. Graduate Student Resource Center	17
N. National Women’s Studies Association	17
O. Other Useful Websites	18
P. Graduate Student Council	18

## I. PROGRAM INFORMATION

### A. PROGRAM REQUIREMENTS - DOCTOR OF PHILOSOPHY (Ph.D.) IN GENDER STUDIES

*Note that all graduate study at UCLA is governed by the policies and procedures as determined by the UCLA Graduate Division. You will want to familiarize yourself with the "Standards and Procedures for Graduate Study" Handbook available on their web site at <http://www.grad.ucla.edu/> under "Publications".*

#### **Advising**

The Graduate Advisor provides assistance and general information about policies and procedures, funding opportunities and resources. In addition, entering graduate students have two faculty advisors as they begin their studies, the Vice Chair (Mishuana Goeman), and an assigned temporary faculty advisor to assist in research planning and other substantive decisions. After year one, students may change faculty advisors at any time, but all primary advisors must be Gender Studies faculty. Any exceptions must go to the Chair for approval. Students must inform the graduate advisor about any changes in faculty advisor.

#### **Course Requirements**

Doctoral students are required to complete 56 units of substantive coursework for the Ph.D. degree.

**TOTAL: 56 Units**

#### ***Required courses include:***

- **16 units** of Gender Studies core courses: 201, 202, 203, 204
- **40 units** of electives, none of which can be GS 375, GS 495, GS 500-level courses (of the 40 units, 8 of these can be upper division undergraduate courses). One elective must include a methods course (4 units) outside the department.

#### **Please Note:**

- Students are required to be full time and enroll in 12 units per quarter. Up to four of these units may be from the 500-level series (independent study or exam preparation) upon approval of a faculty member. 500 level courses do not count toward degree required units.
- Grading Basis Policy. Only courses taken for a letter grade will be counted toward credit requirements (56 units). Students are strongly discouraged from taking graduate seminars on a P/NP grading basis, particularly if they are courses that are central to the Gender Studies degree.
- Teaching assistants should enroll in Gender Studies 375 each quarter they hold a teaching appointment. These units will not count toward the degree requirements, but may be part of a 12-unit full-time course load.
- Students must enroll in up to 12 units of 599 (dissertation research) per quarter while completing their dissertation.

## **Responsible Research Skills**

Guided by the faculty advisor, and designed to meet the student's research needs to successfully complete their dissertation, students may be required to take a second language, quantitative or other data collecting methods courses, IRB, computer technology skills, and/or any other skills that are necessary before advancing to candidacy. The Department provides support and guidance through the student's primary advisor and Vice Chair, with other participating faculty, in workshops to move students to completion of a high-quality dissertation.

## **Qualifying Examinations**

Before embarking on the dissertation, Ph.D. students must pass two written and one oral examination. The written exams test the candidate's understanding of Gender Studies as a discipline and of her/his major field (a "depth" requirement). The oral examination is a defense of the candidate's dissertation proposal. No oral defense of the completed dissertation is required.

## **Pre-qualifying Written Exams**

### **First-year Exam**

The first written exam tests basic knowledge and understanding of the field of Gender Studies – including feminist theory, current and historical debates within the field, methodological and pedagogical issues. This exam is taken after completion of the first year core course series (GS 201, 202, 203):

- One 20-page paper that shows your critical and analytical skills and integrates material from the core sequence (201, 202, 203). The deadline for the first year exam paper is the first day of fall quarter of the student's 2<sup>nd</sup> year. (for Fall 2016 cohort, the deadline is Thursday, September 28, 2017)

A meeting with the core instructors will be arranged for the first year cohort in spring quarter to prepare for this exam paper.

The first-year exam is graded by at least two faculty, as designated by the Chair and Vice Chair (usually the instructors for the core courses). Evaluating faculty members must find the exam satisfactory in order for the student to pass. All students must pass this exam before being allowed to advance in the Ph.D.

## **MA en route to Ph.D. Degree**

Students in the Ph.D. program have the option to receive an M.A. degree (en route to the Ph.D.) after they have completed the core course requirements plus elective course units for a total of 40 units (16 core and 24 elective units), passed the first qualifying examination, and submitted a 20-page paper, ordinarily one written for a core course, that demonstrates independent thinking and critical and analytical skills. This option is available only to students with a degree objective of Ph.D. The paper will be evaluated by the student's adviser and either the Chair or the Vice Chair (or designee) of Gender Studies.

## Depth Exam

The depth exam covers the student's major field, and is designed by the faculty advisor with the assistance of two additional faculty that comprise the depth exam committee. It may be taken at any time after successful completion of the first year exam and the minimum course requirements. The depth exam format is one-week take-home. The completed exam must be judged satisfactory by the depth exam committee. Students may retake this exam only by petition. This exam is facilitated by the Graduate Advisor, and questions are sent by email at a date and time set by the student with the Graduate Advisor. All students must pass this exam before being allowed to advance in the Ph.D.

## Qualifying Oral Exam

The oral qualifying exam is scheduled by the student **only after**: (1) passing both written pre-qualifying exams; (2) completing all coursework; (3) completing the dissertation proposal, subject to acceptance by the student's faculty advisor; and (4) appointment of a doctoral committee in accordance with University regulations; see the Graduate Division website at: <http://www.grad.ucla.edu/>

The doctoral committee administers the exam, which takes on average two hours. Please note the following:

- 1) Exams should not be scheduled until a draft of the prospectus has been submitted to the committee chair(s) for initial review. Once the chair has signed off on the draft, the exam can be scheduled.
- 2) A draft of the proposal should be circulated to the full committee no less than four weeks prior to the exam. The final version of the proposal should be circulated at least two weeks of the exam.

The members of the doctoral committee are chosen by the student in consultation with the faculty advisor, and subject to approval of the Chair, and the Graduate Division. The committee must be comprised of the student's advisor (Gender Studies faculty), at least one other Gender Studies faculty, and two additional faculty members (who can be in or outside the department) whose academic expertise relates to the dissertation topic. After successful completion of the oral defense, one of the faculty members may become a non-certifying member of the committee, and the remaining members (designated the "certifying members," minimum of three) become the candidate's dissertation committee. Committee formation and guidelines are governed by the Graduate Council and can be found on the Graduate Division website [www.grad.ucla.edu](http://www.grad.ucla.edu). All students must pass this exam in order to advance to candidacy.

Students may retake the oral qualifying examination once without petition. Advancement to candidacy is dependent on successful completion of the oral qualifying exam. For additional information on UCLA policy for graduate students, see "Standards and Procedures for Graduate Study at UCLA" <http://www.gdnet.ucla.edu/gasaa/library/spfsgs.pdf>

## Dissertation

Ph.D. candidates must satisfy the dissertation requirement with a dissertation prepared under the supervision of an advisor in the Gender Studies Graduate Program and approved by at least three certifying members. An oral defense is not required unless a committee member (or the student) requests it.

## Time-to-Degree

Students who enroll are expected to complete the Ph.D. degree within six years (eighteen quarters) of registration.

<b>Requirement</b>	<b>Standard Time to Completion</b>
Course Work	Spring Quarter of the third year
First Qualifying Examination	Fall Quarter of the second year
Second Qualifying Examination	Fall Quarter of the third year
Oral Qualifying Examination (Advancement to Candidacy)	Spring Quarter of the third year or Fall Quarter of the fourth year
Dissertation Filed	Within the sixth year

## B. COURSE INFORMATION

Students are required to complete GS 201, 202, and 203 in their first year. The academic quarter is 10 weeks long, plus finals week, and each class is worth four units of credit. Below are synopses of Gender Studies Courses.

### **Required Gender Studies Courses:**

- **GS 201 Introduction to Interdisciplinary Methods in Gender Studies (4 units).** In this weekly pro-seminar, members of the core, joint, and affiliated faculty will be invited to present approaches to interdisciplinary studies and discuss their own research (the roster can change each year). A core faculty member will coordinate participants with an eye toward including a wide range of faculty whose research and teaching balances disciplinary and theoretical approaches with interdisciplinary approaches to gender. The aim of the pro-seminar is to demystify methods, particularly of the interdisciplinary sort, to introduce students to a wide range of faculty research, and to incorporate questions of ethics. Rather than being gender additive, this class will focus on interdisciplinary gender research that intervenes in knowledge production. The coordinating faculty member will be in charge of organizing the pro-seminar, moderating all meetings, compiling and assigning readings, and grading the final papers. Particular issues will include: Approaches to interdisciplinary methods of research; Introduction to feminist intersectional and queer theories; Effective use of reflexivity and positionality in research and writing; Investigation into the relationship between methodology and theory; Incorporating ethics into research design, conduct, and teaching. May be repeated once for credit with a different instructor.
- **GS 202 Key Theories and Concepts in Gender Studies (4 units).** This course relates debates in the field to key intellectual and social movements (such as Marxism, post-structuralism, critical race studies, queer studies, indigenous studies, and postcolonial and transnational studies) that

have elicited feminist critiques and contributed to development in feminist thought. Particular issues will include: Analysis of central theoretical works in the field and survey of key methodologies; Examination of key concepts and debates in gender studies; Identification of debates that have generated key analytics in feminist analysis and gender studies scholarship. May be repeated once for credit with a different instructor.

- **GS 203 Epistemologies of Gender (4 units).** This course focuses on debates and interventions concerning methods of inquiry in gender and sexuality studies, and explores the intersections of feminist studies, masculinity studies, and queer studies. The debates and interventions to be considered concern interdisciplinary, intersectional feminist methods and the changing boundaries of the field over time. The goal is to provide students with critical tools to utilize and interrogate existing methodologies. What counts as authoritative knowledge? What defines effective, ethical, and accountable research? What is the role of the social in the constitution of knowledge? This course should ideally provide a theoretical bridge and/or explore the intersections of feminist studies, masculinity studies, and queer studies. Particular issues will include: Examination of how feminisms have shaped and been shaped by the processes of knowledge-production within and across disciplinary boundaries, cultures, and paradigms; Importance of intersectional, standpoint, and queer theory as critical research tools and as responses to issues of power, domination, oppression and other loci of identities and difference. May be repeated once for credit with a different instructor.
- **GS 204 Research Design and Professional Development (4 units).** This class is mandatory for third-year students and open to those outside of Gender Studies, including concentrators. The class should be taken after all other coursework is complete, as it is primarily geared toward proposal-writing for the dissertation as well as outside grants. The main objective of this class is to demystify the process of constructing a dissertation proposal by providing a structured process with incremental steps. In addition to writing the dissertation proposal draft, the course also will assist students with professional development as they prepare to enter academia or other professions. This course will help students prepare for the fall grant-writing season, for example, in order to apply for funding for fieldwork or to conduct archival research. Students will be provided with an opportunity to polish their CVs, explore the job/interview process, develop materials to assist them in teaching, and analyze various job markets, including alternative tracks to the tenure-track model. May be repeated once for credit with a different instructor

***Gender Studies elective:***

- **GS 205 Subfields in Gender Studies (4 units).** A departmental topics course offering an in-depth aspect of the field. The topic will be up to discretion of the instructor and will count toward elective credit.

***Required prior to Teaching Appointment (Offered in Spring):***

**GS 495 Feminist Pedagogies**

(2 units)

This course is required in spring for first year students who will TA in year two. Seminar, two hours. Preparation for appointment as teaching assistant in department. Introduction to feminist methods of

teaching, with emphasis on reciprocity and dialogue and de-emphasis on hierarchy. Required of students while serving as teaching assistants (first time only) in undergraduate gender studies courses. May be repeated for credit. S/U grading.

### **Elective Courses:**

See the UCLA General Catalog for a complete list of Gender Studies Elective Courses:

<http://www.registrar.ucla.edu/catalog/>

### **Independent Study (500-Level Courses):**

#### **GS 596 Directed Individual Study or Research.**

(2 to 12 units)

Tutorial to be arranged. Requisites: courses 201, 202, 203; or permission of the Chair. Directed individual research and study in area related to Gender studies/gender studies, arranged individually by student with instructor. May be repeated for credit. S/U or letter grading.

#### **GS 597 Preparation for Ph.D. Qualifying Examinations.**

(2 to 12 units)

Tutorial, eight hours. Limited to graduate Gender studies students. Reading and preparation for written M.A. comprehensive examination or Ph.D. qualifying field examinations. May be repeated for a maximum of 12 units. S/U grading.

#### **GS 599 Research for Ph.D. Dissertation.**

(2 to 12 units)

Tutorial, to be arranged. Preparation: advancement to Ph.D. candidacy. Research for and writing of Ph.D. dissertation under direction of dissertation committee chair. May be repeated for credit. S/U grading.

## **C. GRADUATE TRANSFER OF CREDIT**

Courses from previously completed graduate programs cannot count toward your doctoral degree, however, courses from a graduate program where a degree was not awarded may be considered for credit for up to 8 elective units. On the approval of the Vice Chair, fill out a "Student Petition", return it to the Graduate Coordinator, together with transcripts, syllabus (and/or brief description of the course(s) you wish to transfer) for approval.

## **D. CHANGE OF RESIDENCY**

Students coming to UCLA from other states are considered "non-residents" during their first year. After that, you may be considered a full-time permanent resident, but you will need to change your official residence status for tuition purposes. Note that this process can take a full year, so starting early is important. For information on processing your change of residency and how to establish intent to become a California resident, go to this website: <http://www.registrar.ucla.edu/faq/residence.htm>



## **E. GENDER STUDIES OFFICES**

### **1120 Rolfe –**

- Central Administrative Office for Department of Gender Studies
- Elizabeth Marchant, Chair, Associate Professor of Gender Studies and Comp Lit (1120B)
- Richard Medrano, Administrative Coordinator (1120C)
- Jenna Miller-Von Ah, Manager (MSO) and Graduate Advisor (1120D)
- Samantha Hogan, Student Affairs Officer (Undergraduate and TA support) (1120G)
- Van DoNguyen, Sr. Administrative Analyst (Financial Manager) (1120E)
- Copier, Fax and Mailboxes
- 

### **1120J Rolfe – Graduate Student Lounge**

### **1120L Rolfe – Teaching Apprentice Office**

#### **Faculty Offices:**

**2220 Rolfe –** Michelle Erai, Assistant Professor, Gender Studies

**2210 Rolfe -** Aisha Finch, Associate Professor, Gender Studies & Afro-American Studies

**2216 Rolfe -** Mishuana Goeman, Vice Chair, Associate Professor, Gender Studies

**1117 Rolfe –** Sarah Haley, Assistant Professor, Gender Studies

**1312 Rolfe –** Zeynep Korkman, Assistant Professor, Gender Studies

**2203 Rolfe –** Purnima Mankekar, Professor, Gender Studies & Asian-American Studies

**2222 Rolfe -** Elizabeth Marchant, Associate Professor, Gender Studies

**1314 Rolfe –** Sherene Razack, Professor, Gender Studies, Penny Kanner Endowed Chair in Women's Studies

**2214 Rolfe –** Sharon Traweek, Associate Professor, Gender Studies

**2201 Rolfe –** Juliet Williams, Professor, Gender Studies

## F. ADMINISTRATIVE CONTACT INFORMATION

Elizabeth Marchant, GS Chair	1120B Rolfe Hall; 310-206-8101 marchant@gender.ucla.edu	
Mishuana Goeman, GS Vice Chair	2216 Rolfe Hall; 310-206-8101 goeman@gender.ucla.edu	
Jenna Miller-Von Ah, Manager and Graduate Advisor	1120D Rolfe Hall 310-206-5898 jenna@gender.ucla.edu	<p><b><i>As Manager</i></b></p> <ul style="list-style-type: none"> <li>Supervise GS operations and administration of Undergraduate and Graduate programs</li> <li>Assists Chairs and Faculty</li> </ul> <p><b><i>As Graduate Advisor</i></b></p> <ul style="list-style-type: none"> <li>Graduate student affairs, admissions, funding, fellowships, outreach</li> <li>Interpret and implement University policies and procedures relevant to graduate student affairs, programs and activities</li> </ul>
Richard Medrano, Administrative Coordinator	1120C Rolfe Hall 310-206-8101 richard@gender.ucla.edu	<ul style="list-style-type: none"> <li>Main office coordinator and administration</li> <li>Orders business cards/supplies office keys, parking, campus directory, etc.</li> <li>Assists with course support</li> <li>Processes graduate funding payments and payroll, awards, fees</li> </ul>
Samantha Hogan, Student Affairs Officer, Undergraduate	1120G Rolfe Hall 310-206-8156 shogan@gender.ucla.edu	<ul style="list-style-type: none"> <li>Undergraduate counseling</li> <li>Undergraduate and graduate course support; e.g., curriculum, scheduling and classroom assignments, textbook and AV orders, grades</li> <li>Instructor, TA and Reader coordination and support</li> <li>Process OID Mini-grants</li> </ul>
Van DoNguyen, Senior Administrative Analyst, Financial Manager	1120E Rolfe Hall 310-825-0050 vdnguyen@gender.ucla.edu	<ul style="list-style-type: none"> <li>Management of departmental budgets.</li> <li>Oversees financial, academic staff personnel, payroll and benefits authorization and accounting</li> </ul>

For Gender Studies faculty contact information, please see:

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

To contact other Faculty, Staff or Students, please use the UCLA Online Campus Directory at:

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

## G. COMPLAINT PROCEDURES

Students may lodge informal or formal complaints with the Chair or Vice Chair

- 1) Informal complaints need not be in writing. Chair or Vice Chair will attempt to resolve informal complaints.
- 2) If no resolution satisfactory to the complainant is reached within a reasonable time, the complainant may lodge a formal complaint with the Graduate Chair. (A formal complaint may also be lodged first, without attempting informal resolution.) The formal complaint process must be in writing, and should contain a statement of the problem, identification of all participants and witnesses and a request for appropriate relief (e.g. change in grade, change in committee members, etc). Accompanying documentation, if available, should be attached.
- 3) The Vice Chair will assure that all relevant information is contained in the complaint, and will request investigation by the GS Chair, who will investigate the complaint and report her findings to the Vice Chair and the complainant within 30 days, unless extension is requested for additional investigation. The findings may include suggestion of appropriate relief.
- 4) Appeal Process: If the formal complaint process is unsatisfactory, students may appeal to the Department of Gender Studies Faculty for consideration at its next regularly scheduled meeting. If no meeting is scheduled within a reasonable time, a special meeting will be called to consider the appeal.
- 5) The student may also use University procedures instead of the Gender Studies process. The Campus Ombuds officer and staff (at 105 Strathmore, (310)825-7627) can advise and refer students to offices and procedures appropriate to the type of complaint.

## H. BUSINESS CARDS

Students can order business cards with the UCLA logo for a nominal fee. Please see Richard Medrano for ordering information.

## I. GRADUATE FELLOWSHIPS AND FUNDING OPPORTUNITIES

Be sure to sign up for the **UCLA Graduate Division Fellowship Listserv**, for important announcements regarding information and deadlines for fellowships offered both outside the University and through the UCLA Graduate Division. You can subscribe here:

<https://grad.ucla.edu/funding/financial-aid/gradfellowships-l-list-subscription/>

Or Search Fellowships using the new GRAPES search function on their website:

<https://grad.ucla.edu/funding/>

Another key resource is the Graduate Division published handbook "Graduate Support for Continuing Students." Go to <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/>

The Center for the Study of Women has a number of Graduate Awards. Please review the listings on their website for Graduate Funding Opportunities. Note that most deadlines are in Winter and Spring, however, Travel Grant application deadlines are twice a year in October and April:

<http://www.csw.ucla.edu/current-projects/for-grad-students>

In addition, you will receive periodic emails from the Graduate Advisor when announcements come through the Gender Studies office for outside Fellowships and Awards.

Stipends and fellowships will be paid through the Graduate Division and you will receive an “Offer of Graduate Student Support” for acceptance of these funds, which you should receive by email to sign and return to the Graduate Division. You must be enrolled in at least **12 units** to be eligible to receive these funds and you must be **fully enrolled by the second week of class**.

Gender Studies will offer opportunities for you to apply for travel/research awards for research expenses and/or conference (or research) travel. You will be notified by email when these opportunities become available.

## J. TEACHING APPRENTICE JOB DUTIES AND EXPECTATIONS

Academic Apprentice Description of Duties (50% Position)	
Attend all Lectures	2.5 hours/week
Teach	2 sections/week for 50 minutes each
Read, evaluate, grade at least...	2 papers/student 2 examinations/student
Provide written comments on all work submitted by students for a grade	
Complete assigned readings, prepare for your sections, help develop paper prompts and essay questions	6 hours/week
Attend all meetings of 375	1 hour/week
Keep a record of all your students grades using the on line grade book unless otherwise instructed by supervising professor.	
Create and maintain TA website linked to main course website	
Help proctor midterm and final exams	2 exams
Hold office hours	2 hours/week
Grade midterm exam(s), papers, and the final exam in a timely fashion; meet university deadlines for grades	All students in your section
Perform individual or group tutoring for no more than...	1 additional hour/week
Instructor guidance and requests	Respond to Instructor requests by email in a timely manner

- You will receive at least one visit to your class by your supervising faculty member to give you feedback on and to evaluate your teaching. You may choose to invite the TAC to attend your section to provide you with feedback on your teaching.
- If your faculty member offers you the option of presenting one of the lectures, you may do so but are not required to.
- Please note that, a Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter. In addition, a Teaching Assistant with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or assigned to work more than eight (8) hours in any one day. The number of hours worked in excess of twenty (20) hours per week may not total more than 50 hours per quarter. This appointment is evaluated on a quarter by quarter basis.

## II. GENERAL INFORMATION

Much of the general information you will need to begin study at UCLA can be found in the Orientation materials provided by UCLA's Graduate Division and through UCLA's various online resources. To get you started, the following is a brief summary of some of the information that might be most useful to you when the Fall Quarter begins.

### A. ACADEMIC CALENDAR 2016-17

FALL QUARTER 2016	
Quarter begins	Monday, September 19
Instruction begins	Thursday, September 22
Study List deadline (becomes official)	Friday, October 7
Veterans Day holiday	Friday, November 11
Thanksgiving holiday	Thursday-Friday, November 24-25
Instruction ends	Friday, December 2
Common final exams	Saturday-Sunday, December 3-4
Final examinations	Monday-Friday, December 5-9
Quarter ends	Friday, December 9
Christmas holiday	Friday, December 23; Monday, December 26
New Year's holiday	Friday, December 30; Monday, January 2
Winter campus closure (tentative)	December 27-29
WINTER QUARTER 2017	
Quarter begins	Wednesday, January 4
Instruction begins	Monday, January 9
Martin Luther King, Jr, holiday	Monday, January 16
Study List deadline (becomes official)	Friday, January 20
Presidents' Day holiday	Monday, February 20
Instruction ends	Friday, March 17

Common final exams	Saturday-Sunday, March 18-19
Final examinations	Monday-Friday, March 20-24
Quarter ends	Friday, March 24
<b>SPRING QUARTER 2017</b>	
Quarter begins	Wednesday, March 29
Cesar Chavez holiday	Friday, March 31
Instruction begins	Monday, April 3
Study List deadline (becomes official)	Friday, April 14
Memorial Day holiday	Monday, May 29
Instruction ends	Friday, June 9
Common final exams	Saturday-Sunday, June 10-11
Final examinations	Monday-Friday, June 12-16
Quarter ends	Friday, June 16
<b>Commencement 2017</b>	Saturday, June 17 <sup>th</sup> 2pm Reception, 3pm Ceremony

## B. REGISTRATION FOR CLASSES

- 1) The Schedule of Classes is available beginning in June. You may register for classes using MyUCLA. Access is authorized through your nine-digit UCLA identification number.
- 2) Each quarter you will be given an URSA enrollment appointment date at which point you may sign up for classes.
- 3) To avoid late fees and preserve your fellowship funding, you MUST be fully enrolled in 12 units by the end of the second full week of the Fall Quarter. We recommend that you enroll prior to this date, however, because some courses do get filled.
- 4) You may enroll in most courses directly, but some require permission to enroll (PTE), numbers to register. These may be obtained from the instructor and/or the department which offers the course.
- 5) Students are expected to enroll in three courses, or 12 units per quarter, to be counted for full-time status. Teaching Assistants (T.A.'s) should enroll in WS 375 as well. Please see Samantha Hogan for PTE numbers.
- 6) For more information regarding what courses to take, please review the requirements for your degree and consult with your advisor.

## **C. MYUCLA**

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

## **D. BRUIN CARD**

The Bruin card is a mandatory Student ID card and library card. Cards are issued free of charge to new students. Photo ID is required.

123 Kerckhoff Hall: (310) 825-2336

## **E. BAR ACCOUNT AND BRUIN DIRECT**

Your Billing and Receivables System, or BAR Statement, is your bill for registration fees and other University charges. Bruin Direct is the electronic deposit of funds (financial aid, fellowships, etc.) into your personal bank account. To enroll in this program, submit the authorization form you received with your admission materials, or pick up a form from the Registrar.

## **F. BRUIN ONLINE (BOL) ACCOUNTS (E-MAIL)**

Bruin Online is a set of services available to UCLA students which includes, but is not limited to, a UCLA e-mail address. For additional information about establishing an account, see:  
<http://www.bol.ucla.edu>

## **G. PARKING & TRANSPORTATION**

Complete parking information and online applications are available at:  
<http://www.transportation.ucla.edu/index.htm>. Parking is assigned on a need-based point system.

For information student parking applications, go to:

<https://www.transportation.ucla.edu/appmain.htm>

For information about free walking escorts on campus and the immediate outlying area, call (310) 794-WALK.

## **H. BOOKSTORE & TEXTBOOKS**

Most textbooks can be purchased at the Bookstore, which is located in Ackerman Union. Textbook lists for courses are available through URSA Online. Please note that there are strict deadlines for returning books for refunds at the beginning of each quarter.

## **I. RECREATION CENTER**

Information about classes and facilities available for students can be found at:  
<http://www.recreation.ucla.edu>.

## **J. LIBRARY INFORMATION**

A map of campus libraries and information about hours of service are available at <http://www.library.ucla.edu>. The following is a listing of the campus libraries; for more helpful information, please contact Diana King, Gender Studies Librarian, at (310)106-4823 or [diking@library.ucla.edu](mailto:diking@library.ucla.edu)

## **K. UCLA CENTER FOR THE STUDY OF WOMEN**

The UCLA Center for the Study of Women (CSW) is a nationally recognized center for research on women and gender. Established in 1984, it draws on the energies of over 200 faculty from 10 UCLA professional schools and 34 departments. By bringing together scholars with similar interests, CSW has played an important role in the intellectual life of UCLA. Through its conferences, seminars and administration of grants, CSW has enabled feminist scholars to exchange ideas and secure funding. CSW works in conjunction with Gender Studies to develop curriculum and promote feminist learning among both undergraduate and graduate students. Together, the Center for the Study of Women and the Department of Gender Studies constitute an important platform for gender concerns in Southern California. The UCLA Center for the Study of Women contributes to the advancement of women by expanding and sharing knowledge. We encourage you to sign up on the CSW mailing list, please visit CSW on the web at: <http://www.csw.ucla.edu>, or in person at 1500 Public Affairs.



## **L. LESBIAN, GAY, BISEXUAL, TRANSGENDER CAMPUS RESOURCE CENTER**

The UCLA Lesbian Gay Bisexual Transgender (LGBT) Campus Resource Center provides a comprehensive range of education, information and advocacy services, and works to create and maintain an open, safe and inclusive environment for lesbian, gay, bisexual, transgender, queer, questioning, and same-gender-loving students, faculty, and staff, their families and friends, and the entire campus community.

The LGBT Center offers a variety of support groups, a common gathering space, crisis intervention, and consultation with individuals and groups. They house a growing library with over 1200 books as well as referral guides, scholarship materials, and housing and job information, and provide classroom education and faculty, staff, and department presentations as well as a campus-wide Safe Zones training.

For further information or to access the calendar of events, please go to the LGBT website at [www.lgbt.ucla.edu](http://www.lgbt.ucla.edu) or call or e-mail (310) 206-3628, [lgbt@ucla.edu](mailto:lgbt@ucla.edu).

## **M. GRADUATE STUDENT RESOURCE CENTER**

The UCLA Graduate Student Resource Center (GSRC) is a Graduate Students Association (GSA) initiative that is managed by Student Affairs. The GSRC is a one-stop resource, referral and information center for graduate students, offering programs and workshops on a variety of topics, drop-in counseling, a web and in-house resource library, meeting and study space, and the opportunity for social interaction. The GSRC works with GSA to organize the New Graduate Student Orientation each fall. The Graduate Student Resource Center is also the home of the new Graduate Writing Center; they are located in B11 of the Student Activities Center: <http://gsa.asucla.ucla.edu/gsrc/>

## **N. NATIONAL WOMEN'S STUDIES ASSOCIATION**

Any interested Gender Studies graduate students may receive one year of departmentally funded membership to the NWSA. To become a member, please visit the NWSA website and complete the on-line application for membership. Completed applications should be turned in to Richard Medrano in 1120 Rolfe Hall, for processing and payment.

### **NWSA Mission**

The National Women's Studies Association (NWSA) was founded in 1977 to further the development of Women's and Gender Studies throughout the world at every educational level and in every setting. To this end, the organization is committed to being a forum fostering dialogue and collective action among women who are dedicated to feminist education and change.

Please visit their website to learn more about the NWSA, their conferences, scholarships and publications: <http://www.nwsa.org/>

## O. OTHER USEFUL WEBSITES

- ❖ For quick access to many of the websites listed above bookmark My UCLA: <http://www.my.ucla.edu>
- ❖ For quick access to many useful sites for current graduate students, including campus resources, financial support and academic information, bookmark the Graduate Division: <http://www.grad.ucla.edu>
- ❖ For the Graduate Students Association: <http://gsa.asucla.ucla.edu/>
- ❖ For academic and administrative calendars, Registrar: <http://www.registrar.ucla.edu/Calendar/>
- ❖ For information about jobs on and off campus, go to the Career Center: <http://www.ucla.edu/employment.html> and <http://www.career.ucla.edu/>
- ❖ For information about UCLA Events, see: <http://calendar.ucla.edu/>

## P. GENDER STUDIES GRADUATE STUDENT COUNCIL

By virtue of being admitted to the doctoral program in Gender studies, you are automatically a member of the GS Graduate Student Council. The Council selects a representative each year to attend Faculty Departmental meetings and report back to the students, and may also propose representatives for other committees and subcommittees. Meetings and activities of the Council are decided on by the members themselves, and can be facilitated by staff as requested. We encourage the Council to become involved in GS and campus activities, to sponsor or co-sponsor events, and to serve as a conduit for suggestions to improve the educational experience of our students.