UCLA
Department of World Arts and Cultures/Dance
Graduate Handbook
CAP Program (MA/PhD)
2012-2013
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INTRODUCTION

WORLD ARTS AND CULTURES/DANCE—the name itself expresses a commitment to cross-cultural understanding through the arts. By looking to world arts, the department seeks to de-center Western perspectives by recognizing that visual and performing arts and other ways of knowing are situated locally and often made and distributed globally. WAC/D faculty members are interlocutors in dialogues about the frictions and flows implicated by the department’s name. As such, WAC/D is defined by a dynamic interdisciplinary approach that encourages intercultural literacies and repertoires, including and transcending geography, ethnicity, class, and other distinctions of identity. WAC/D is designed for self-motivated students who want to study the arts in global and local contexts. An internationally renowned faculty provides fresh approaches to arts scholarship and arts practice. Inclusivity is our goal. Students are encouraged to take advantage of resources across campus and in greater Los Angeles, even as they learn from each other.

The graduate program offers M.A. and Ph.D. degrees in Culture and Performance (CAP) and an M.F.A. in Dance with an emphasis on choreography. The CAP degrees encompass research on communities, cultures, and transnational movements including arts traditions and innovations, arts activism, and interdisciplinary art-making. The M.F.A. provides dance education with a difference, offering opportunities to engage multiple dance practices, intercultural dance studies, civic engagement, and choreographic research. Although each of these degree programs is organized around a set of required courses, the department as a whole encourages possibilities for an interdisciplinary “cross-over” between scholarship and creative practice.

While operating with considerable independence, our degree streams are unified by WAC/D’s common concern for aesthetic production, corporeality and performance, the dynamics of “tradition,” and “culture-building” in contemporary societies. Connections are forged between critical theory and artistic practice and attention is given to the changing social roles and responsibilities of artist practitioners and scholars of the arts in the U.S. and worldwide.

Potential careers for WAC/D graduates include positions in research universities and colleges, and many of our alumni are active as choreographers/performers in their own companies or with other professional organizations. Additionally, graduates have excelled in fields including technology and the arts, videography, documentary work, public service, education, theatrical/events production, performing arts, urban planning, law, environmental activism, public health and medicine. They have also made careers in community non-profits and activist groups, government arts agencies, museums and arts foundations.
M.A. DEGREE QUICK GLANCE

Below is a Quick Glance of the degree requirements, units to complete specified requirements, where to locate forms for specified requirements, when to complete these requirements, and the page references within the Handbook to find additional information about the requirements. Use this Quick Glance sheet as a checklist and reference throughout your degree program.

1. Complete Coursework (36 units; must take courses for a letter-grade unless only offered S/U; minimum 3.0 GPA; 24 units must be at the Graduate Level; only 8 units of 500) (p. 9)
   (A) Core Courses (16 units) (by end of third quarter)
      i. WAC 200 (Fall, Year 1)
      ii. WAC 201 (Winter, Year 1)
      iii. WAC 202 (Spring, Year 1)
      iv. WAC 204 (Spring, Year 1)
   (B) Three courses in the Major Field (12 units)* (p. 8)
   (C) Two Elective Courses (8 units)*

   *At least three of the five courses in sections (B) and (C) must be at the Graduate Level (200 or above) within the Department.

2. Nomination of the Master’s Committee (Thesis option requires the form via Graduate Division: http://www.grad.ucla.edu/gasaa/library/masomin.pdf; Comprehensive Examination option requires an internal form via the Student Affairs Officer) (fourth quarter) (p. 12)

3. Language Requirement (online form via the Graduate Division: http://www.grad.ucla.edu/gasaa/library/lngpetition.pdf) (fourth or fifth quarter) (p. 10)

4. Petition for Advancement to Candidacy (ATC) (online form via Graduate Division: http://www.grad.ucla.edu/gasaa/library/masatc.pdf) (fifth quarter) (p. 11, 12)

5. M.A. Completion Options (sixth quarter):
   (A) Thesis Option (p. 13)
      i. Proposal
      ii. Approval of Proposal
      iii. Draft
      iv. Submission (one year to complete after ATC)
      v. Recommendation/Proposal to PhD (optional; 14)
   (B) Comprehensive Examination Option (p. 12)
      i. “Take Home (Faculty Advisor provide copy of exam to the Student Affairs Officer)
      ii. Oral Defense (Faculty Advisor requests the Comprehensive Examination form from the Student Affairs Officer. Faculty Chair gives completed Comprehensive Examination form to the Student Affairs Officer to submit with the Graduate Division)
      iii. Recommendation/Proposal to PhD (optional; 14)
Ph.D. DEGREE QUICK GLANCE

I. Entering the Ph.D. program with a M.A. Degree (48 units; must take courses for a letter-grade unless only offered S/U; minimum 3.0 GPA; no more than three 500-series independent study courses may be applied toward the graduate course requirements)

1. Complete Coursework (fifth quarter) (p. 9)

   (A) Core Courses (16 units)
      i. WAC 200 (Fall, Year 1)
      ii. WAC 201 (Winter, Year 1)
      iii. WAC 202 (Spring, Year 1)
      iv. WAC 204 (Spring, Year 1)

   (B) Four courses in the Major Field (16 units)* (p. 8)
   (C) Four Elective Courses (16 units)*

   *At least four of the eight courses in sections (B) and (C) must be at the Graduate Level (200 or above) within the Department.

2. Nomination of Doctoral Committee (online form via Graduate Division: http://www.grad.ucla.edu/gasaa/library/docnomin.pdf) (fifth quarter) (p. 15)

3. Language Requirement (online form via the Graduate Division: http://www.grad.ucla.edu/gasaa/library/lngpetition.pdf) (fifth quarter) (p. 10)

4. Written Examinations (student informs Student Affairs Officer; Faculty Advisor provides a copy of the exam answers for the Student Affairs Officer) (sixth quarter) (p. 16)

5. Oral Examinations and Advancement to Candidacy (Faculty Advisor obtains the Report on the Oral Qualifying Examination and Request for Advancement to Doctoral Candidacy form from the Student Affairs Officer) (sixth quarter) (p. 15, 18)

II. Continuing into the Ph.D. program from the M.A. Culture and Performance Degree program (20 units; must take courses for a letter-grade unless only offered S/U; minimum 3.0 GPA; no more than three 500-series independent study courses may be applied toward the graduate course requirements)

1. Complete Coursework (eighth quarter) (p. 9)

   (A) Major Field (4-16 units)* (p. 8)
   i. One additional course if continuing with the Major Field courses from the MA
   ii. Four Courses in the Major Field if changing Major Field focus from the MA

   (B) Two Elective Courses (8 units)*

   *At least four of the eight courses in sections (B) and (C) must be at the Graduate Level (200 or above) within the Department.

2. Nomination of Doctoral Committee (online form via Graduate Division: http://www.grad.ucla.edu/gasaa/library/docnomin.pdf) (eighth quarter) (p. 15)

3. Written Examinations (student informs Student Affairs Officer; Faculty Advisor provides a copy of the exam answers for the Student Affairs Officer) (ninth quarter) (p. 16)

4. Oral Examinations and Advancement to Candidacy (Faculty Advisor obtains the Report on the Oral Qualifying Examination and Request for Advancement to Doctoral Candidacy form from the Student Affairs Officer) (ninth quarter) (p. 15, 18)

5. Dissertation Filing (Electronic Thesis and Dissertation Filing (ETD) information: http://www.grad.ucla.edu/gasaa/library/thesisintro.htm) (finish two weeks before the degree date) fifteenth quarter) (p. 18)
M.A. & PH.D. DEGREES IN CULTURE AND PERFORMANCE

The M.A. and Ph.D. programs in Culture and Performance (CAP) emphasize research on all aspects of human creativity, art-making, and performance, generally in intercultural settings and often from an interdisciplinary perspective. This research can include investigations into symbolic expressions of religious, political, ethnic, racial and gender identities; into the oral traditions, festive expressions and material cultures; into the cross-cultural study of dance, gesture and the body; into the multiple determinants of such cultural expressions as healing rituals, religious performances and studies of space and place; into theories of representation, popular culture and post-colonial theory; and into the professional worlds of museum studies and digital documentation. Finally, a common denominator of these investigations is an emphasis on self-reflective, participant-observation fieldwork as a method for understanding human creativity and the arts.

Students without an M.A. in CAP or a closely related field are required to fulfill the CAP M.A. requirements.

ADVISING

The M.A./Ph.D. degrees are organized around the relationship between the individual student, the student’s faculty advisor, and the thesis or dissertation committee. The entering student will be assigned a faculty advisor from among the department’s ladder faculty for the first year; this advisor will take primary responsibility for academic counseling. The Vice Chair of Graduate Affairs is fundamentally responsible for advising students in regard to program requirements, policies, and University regulations.

All graduate students must meet with their primary advisors yearly to complete “Annual Reviews.” These meetings provide an opportunity to confirm student progress and to assist with the ongoing practice of advising students in our three graduate degree programs. The faculty rely on the information from these forms in preparing annual student review letters and for yearly funding decisions. Annual review forms can be accessed on the departmental CCLE site (see p. 24 for information on the CCLE).

Graduate students should make plans to meet with their faculty advisors, committee members and course instructors during the academic school terms (Fall, Winter, and Spring). Faculty are increasingly forced to compress their non-teaching and non-service work to the gaps between quarters and during the summer months. Many make plans for fieldwork, residencies, and fellowship/grant research during the week immediately following finals week or the week immediately preceding week one of classes. For the collective good of the department, we want to preserve as best as possible our faculty’s time for focused research, development of creative projects, and writing.

MAJOR FIELDS

Our department offers unique opportunities to develop specialized knowledge and skills in diverse fields ranging from arts and activism, critical theory, curatorial studies, dance studies, ethnography and new media, festivals, folklore, visual cultures, to specific area studies, among others. Students will designate a Major Field of study in consultation with their faculty advisor. The Major Field for M.A. students will consist of at least three courses; the Major Field for Ph.D. students will consist of at least four courses. The faculty strongly advise that one of these should be a course that provides introduction to the special methods or discourse of the Major Field (whether in WAC/D — i.e., Ethnography — or in another department). Examples of some possible fields would include dance studies, folklore, museology, or field studies in African, Caribbean, or Native American cultures. The student is expected to consult with their academic faculty advisor on a regular basis regarding area(s) of interest to determine associated coursework and research focus, and to plan the instructional schedule appropriately. Further specialized training may be accomplished through additional coursework in WAC/D or other departments.
COURSEWORK

The minimum course load is 12 units per quarter. Students must be registered and enrolled at all times unless on an official leave of absence.

(A) Additional Coursework

Beyond the core series, students have flexibility in designing individual programs of study. Working in consultation with members of the faculty, students are encouraged to incorporate courses from various disciplines into their studies, including language training, area and ethnic studies, and practice-based work in the arts. Students are expected to be entrepreneurial in seeking relevant courses and faculty members in other departments on campus. It is the student’s responsibility to access the UCLA schedule online (www.registrar.ucla.edu/schedule) to retrieve course times and scheduling details.

In anticipation of developing a plan for coursework with their faculty advisor, the student should consider whether the following general topics of study might be relevant:

(1) Area Studies

Students are expected to gain competency in the cultural, political, historical, economic and geographical aspects of the area, region or country of their focus.

(2) Topical Studies

Students should identify topics of interest - such as a specific cultural or national dance tradition, a set of related religious practices, or a genre of oral narrative or verbal folklore – and take courses that are directly (or indirectly) related to those topics.

(3) Theoretical Studies

The student should take courses that explore theoretical approaches to cultivate an ability to interpret cultural phenomena. Whether these involve globalization and nation-building, constructions of ethnicity, advanced critical studies or experimental ethnography, the richer this range of explanatory approaches, the richer the concepts will be that the student brings to the field material.

(4) Independent Studies

Another option for courses adapted to the student’s particular research needs is the opportunity to take an independent study with faculty within or outside the department. A student’s schedule generally permits only a limited number of these intensely focused, highly individualized courses, whose progress and evaluation are usually based upon some form of contractual agreement between professor and student.

(5) Interdisciplinary Projects

WAC/D is unique in encouraging interdisciplinary research projects that blend hands-on practice in the arts and arts-making with creative applications of relevant theory. The student should discuss such opportunities with the faculty advisor.
AREA STUDIES AND LANGUAGE REQUIREMENT

(A) Area Studies
Area studies requirements vary widely among individual students, and are determined in consultation with the advisor and committee. While there are no formal requirements in these areas, students must demonstrate competence in these areas before commencing their dissertation research. The degree of further proficiency needed is directly related to the sort of field or library research in which the student will engage.

(B) Foreign Language Requirement
M.A. and Ph.D. students must demonstrate reading and/or spoken competence in one foreign written and/or oral language. The purpose of the language requirement is to ensure that graduate students have the necessary skills to conduct independent research. Any foreign language useful for field study and/or library research in their topics and geo-cultural regions of choice is acceptable. The appropriateness of a particular language should be discussed with the student’s faculty advisor. The student must file the language completion petition with the department’s Student Affairs Officer upon the completion of the language requirement. The petition is found online at: http://www.gdnet.ucla.edu/gasaa/library/lngpetition.pdf. For both M.A. and Ph.D. students, the foreign language requirement can be satisfied in various ways including:

(1) Passing a departmental examination. The student’s primary advisor will determine if an oral or written foreign language exam will be required, or both. In general, departmental reading exams will consist of a 90-minute reading exam testing translation of published material, with a dictionary. Departmental oral exams generally will consist of a 30 to 40-minute interview designed to test the student’s oral competence as appropriate to their research goals. The exact length of these exams can vary depending upon the faculty advisor’s recommendations.

For written exams, the student should expect to be in a testing room for no more than an hour. The language tester will reserve an appropriate room providing privacy. The student will be allowed one dictionary in the test language, but not with an extraordinary verb conjugation section provided. The dictionary must be a published text, not a textbook or list of verbs. The student must handwrite a translation of the provided text, not using a computer. For an hour-long exam, the student should expect to translate approximately 500 words. No personal items (including phones, purses and book bags) will be allowed into the testing room. Oral exams should be expected to last between ten to fifteen minutes and would entail primary conversation in the test language.

To schedule a language exam, students first notify their respective primary advisor that they would like to take their departmental foreign language exam. The advisor will then coordinate the exam by determining an appropriate examiner either within or outside the department, depending on the language. Due to university policy that students be registered for classes at the time of their departmental language exams, these exams are almost always scheduled within the fall, winter or spring quarters.

(2) Demonstrating the equivalent of 5 quarters or 4 semesters of training in an approved foreign language, completed within the last five years before admission with a grade of B or higher in the final course (access the UCLA schedule online for the availability of language and related courses on campus at www.registrar.ucla.edu/schedule.) Students are required to provide transcripts of appropriate foreign language coursework to the departmental Student Affairs Officer for approval.
(3) Placing at level 6 on the Foreign Language Placement Examination

(4) Approval of a petition to use English as a second language (for international students whose native language is not English).

(C) Expected Completion of Language Requirement

M.A. students: The language requirement must be completed before filing the advancement to candidacy petition, and before committee nominations take place, no later than the end of the fifth quarter of residence.

Ph.D. students: The language requirement must be completed no later than the end of the fifth quarter of residence, and before committee nominations and written exams take place. If the student has already fulfilled this requirement as an M.A. student in the department, this counts as fulfilling the language requirement for the Ph.D.
M.A. EXAMINATIONS AND CANDIDACY

The student, in consultation with the faculty advisor, will choose EITHER the comprehensive examination plan OR the Master’s thesis plan. Please note that students hoping to continue to the WAC/D Ph.D. program are advised to choose the thesis option.

(A) M.A. Advisory Committee

Students entering the M.A. program are expected to form an advisory committee and apply for advancement to candidacy no later than fall quarter of the second year. The advisory committee consists of no fewer than three and no more than five members. If faculty members from outside the department are nominated, a majority of the committee (i.e. two out of three, three out of four or five) must be ladder faculty within WAC/D. All ladder faculty within WAC/D are acceptable candidates for all graduate committees. Indeed, stimulating and innovative suggestions often come from not-so-obvious faculty (e.g. a scholar of American Indian cultures on the committee of someone working in Southeast Asia).

The student is responsible for obtaining the forms and necessary paperwork for declaring the committee and advancing to candidacy from the Graduate Division website under “Forms” (http://www.gdnet.ucla.edu/forms.asp). If taking the comprehensive exam, the student fills out the following form: http://www.gdnet.ucla.edu/gasaa/library/masatc.pdf.

If writing a thesis, the student fills out the form mentioned above (http://www.gdnet.ucla.edu/gasaa/library/masatc.pdf) as well as the following form: http://www.gdnet.ucla.edu/gasaa/library/masnomin.pdf.

(B) Comprehensive Examination Plan

(1) Comprehensive Examination Structure

The M.A. comprehensive exam consists of three essays (chosen from a possible six options) addressing questions posed by the student’s advisory committee. The questions are based on reading lists developed in advance by the student in consultation with faculty committee members. This examination is designed to test the student’s knowledge of theories and methods in their research field, as well as their ability to apply these ideas and techniques to the study of particular traditions, genres, geo-cultural areas, social groups, or historical periods. Students are expected to demonstrate competence in their designated Major Fields.

The exam employs a “take-home” format, as decided in consultation between the student and the Committee Chair along with the approval of the remaining committee members. The exam will be administered over seven days. The three responses will each be approximately ten pages in length, and accompanied by full bibliographic references. Essays should consistently follow one of the professional style guides, whichever is the norm for the discipline in question (Chicago, APA, or APS). Responses should be structured to demonstrate command of relevant literatures and independent thinking.

Although students are responsible for finding an agreeable date among the committee members, the chair of the committee is responsible for the exam in all its parts: collecting questions from the committee members, giving the exam to the student on the assigned date, collecting the hard copy and electronic copy from the student on the final date, giving the Student Affairs Officer a hard copy for the student’s file, distributing the exam answers to the committee members, collecting their evaluations, communicating the results to the committee and the student, evaluations, and communicating the results to the committee and the student.
Comprehensive Examination Planning

Students must inform the departmental Student Affairs Officer before the quarter they intend to take the exam. Students must have their records checked by their faculty advisors to determine that they have satisfied degree requirements including required courses, the required number of units, and the language exam.

If not enrolled during the quarter of filing or completing the exam, the student will be required to fill out the Masters Filing Fee Form (http://www.gdnet.ucla.edu/gasaa/library/masfee.pdf) and pay a fee of approximately $150.

Comprehensive Examination Evaluation

If a student fails one question on their exams, they have failed that exam. By majority vote, the committee can decide to allow the student to take the exam again no later than the following quarter. The student would then retake the number of questions they failed originally, not the entire exam. Although each question contributor evaluates their respective question’s answer, any committee members can comment on any answer. Though committee members may comment on each essay, they will evaluate responses to their own questions as pass or fail. Failure at the second retake constitutes cause for dismissal from the program. In addition to the individual essay evaluations, the M.A. comprehensive examination will receive one of the following grades:

(a) Fail
(b) Pass with awarding of the M.A.
(c) Pass with awarding of the M.A. and approval to proceed to the Ph.D.

Upon passing the exam, the Comprehensive Examination verification is signed off by the Student Affairs Officer and Chair and sent to the Registrar’s Office.

M.A. Thesis Plan

(1) M.A. Thesis Structure

The purpose of the Master’s thesis is to demonstrate a student’s ability to conduct research in their chosen field, to interpret the results, to demonstrate the relevance of the work to conceptual and practical issues in selected disciplines, and to present the findings in lucid prose. The student is expected to produce a document of publishable quality that can lead to one or more conference presentations and perhaps journal articles. An acceptable thesis will include bibliographic references and appendices, prepared under the direction of the chair and members of the student’s committee.

While it is expected that a thesis will consist primarily of a written document, prepared in accordance with the Graduate Division’s Regulations for Thesis and Dissertation Preparation (see Thesis and Dissertation Guidelines: http://www.gdnet.ucla.edu/gasaa/library/degreeinfo.htm), students may complement the text with work in other media (including video or other visual materials, CD-ROM, exhibitions, and performance projects). These options must be original to the M.A. project, must be approved in advance by the committee, and must explicitly relate to the written thesis.

(2) M.A. Thesis Planning

The student must develop a proposal, to be approved by the thesis committee, after sustained conversation between the student and his/her chair and committee members. Generally a committee meeting is held with the student to review the proposal. Students may enroll in WAC 598 (Research for Preparation of Master’s Thesis) for additional support while writing their Master’s theses.
(3) M.A. Thesis Evaluation
The thesis should be completed by the seventh quarter (typically fall quarter of the student’s third year).

(4) M.A. Thesis Filing
The thesis is filed electronically after any required revisions have been made. Please visit http://www.gdnet.ucla.edu/gasaa/etd/index.html for comprehensive information on filing procedures.

If not enrolled during the quarter of filing or completing the exam, the student will be required to fill out the Masters Filing Fee Form (http://www.gdnet.ucla.edu/gasaa/library/masfee.pdf) and pay a fee of approximately $150.

The UCLA Graduate Division regularly presents information on University regulations governing manuscript preparation and completion of degree requirements. Students who plan to file a thesis or dissertation during the quarter are encouraged to attend. Please see: http://www.gdnet.ucla.edu/gasaa/library/thesismtg.htm.

(D) Advancing to the Ph.D. Program

ACCEPTANCE TO THE Ph.D. PROGRAM IS CONDITIONAL UPON CAP FACULTY APPROVAL.

Whether choosing the comprehensive examination plan or the thesis plan, students will submit a formal request to continue in the Department as a Ph.D. student. These requests should be submitted to the Vice Chair of Graduate Affairs the week before the completion of their M.A. exam of thesis completion. Students may be asked to submit a Statement of Purpose, a CV, and/or a writing sample.

After a student requests acceptance into the Ph.D. program from the M.A. program, the C.A.P. faculty will make the final determination regarding the student’s continuation to the Ph.D. program within fourteen days of the completed M.A. degree. Acceptance into the Ph.D. program is not the same as Advancing to Candidacy for the Ph.D. degree.
PH.D. EXAMINATIONS AND CANDIDACY

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to doctoral advancement to candidacy.

(A) Ph.D. Advisory Committee

For those entering the Ph.D. program, it is expected that the student will choose a thesis or dissertation advisor and form an advisory committee. They must formally nominate their exam and dissertation committee chairs and members in the quarter before the qualifying exam, usually by the end of the fifth quarter. As a general rule, all committee members must be present for the oral exams. Any changes to the committee require a reconstitution of committee form (two different forms for M.A. and Ph.D., respectively). The student should see the departmental Student Affairs Officer for forms, deadlines, and processing of the committee nomination.

The Ph.D. committee consists of four ladder faculty members, three from within the department and one from another department. Occasionally, one or two further members may be added to a committee, but only by close consultation with the committee chair. The chair of the committee, who will coordinate the exam process, assemble the questions from faculty members, and structure the exam, must rank as either Full or Associate Professor. Other committee members are not subject to these restrictions. It is possible to appoint one committee member of appropriate rank from another UC campus or another university elsewhere, but logistical realities must be taken into consideration and any such decision is negotiated between a student and his/her committee chair. Graduate division rules provide more detailed membership criteria (see http://www.gdnet.ucla.edu/gasaa/library/docnomin.pdf). In some circumstances the student may change the composition of the dissertation committee by petition, but again, this should be done in close consultation with the committee chair (see http://www.gdnet.ucla.edu/gasaa/library/docreconst.pdf) for more information.

For students continuing to the Ph.D. from the WAC/D M.A., committee members may be the same faculty who served on a student’s M.A. committee, or changes may be made. All such decisions must be negotiated with the faculty in question, who have the prerogative to decline any such invitation. As is true when constituting an M.A. committee, all ladder faculty in WAC/D are candidates for Ph.D. committees, regardless of the degree to which particular interests intersect. Indeed, stimulating and innovative suggestions often come from not-so-obvious faculty (e.g. a scholar of American Indian cultures on the committee of someone working in Southeast Asia).

(B) Advancing to candidacy

The Ph.D. qualifying examination is composed of a written and an oral examination. The timing of these examinations is determined in consultation with the members of the doctoral committee. Students must have successfully completed all required coursework (including the core courses and foreign language competency requirement) before scheduling their examination, and must be registered and enrolled during the quarter in which the examination is administered. If such examinations are to be taken in the summer, the student must have been registered in the immediately preceding spring term.

If a student fails the qualifying Ph.D. examination, by committee vote, he or she could be permitted to retake it once, no later than the end of the following quarter.

Students may complete their dissertation proposals concurrently with taking the written exam, submitting them to their committee members before receiving the take home exam questions, and defending them at oral exams. Alternatively, the student may take written qualifying exams one quarter and submit the dissertation proposal the following quarter for discussion in anticipation of the oral exam to be held that same quarter. In either case, the student is considered for advancement to candidacy.
after the proposal is approved and the oral exam is passed. The Advancement to Candidacy form, accessible on the CCLE, through the Graduate Division, or in the departmental Student Affairs Officer, must be sent to the Graduate Division.

(C) Ph.D. Written Exam:

(1) Ph.D. Written Examination Structure
This examination, which takes the form of a series of essay questions taken home by the student, is developed in consultation with the student’s advisor and committee and based on reading lists that have been worked out in advance. Questions are tailored to the theoretical and substantive interests of the student as well as the refinement of a dissertation topic. Each committee member submits two questions to the committee chair, and the student answers four of these eight questions. Each answer will be approximately fifteen pages (typed, double-spaced), and will be accompanied by full bibliographic references. The take-home exam will be administered over ten days. The chair of the student’s committee is responsible for collecting and then distributing the answers to all committee members, as well as providing one back-up copy to the Student Affairs Officer.

(2) Ph.D. Written Examination Planning
Students must inform the departmental Student Affairs Officer at the beginning of the quarter they intend to take the exam. They must have their records checked to determine that they have satisfied degree requirements including required courses, the required number of units, and the foreign language exam.

Students may enroll in WAC 597: Preparation for Master’s Comprehensive Examination or Ph.D. Qualifying Examination as an independent study with individual committee members to prepare for the exam.

(3) Ph.D. Written Examination Evaluation
The written examination is administered by the student’s doctoral committee. Responses must demonstrate mastery of literatures as well as the student’s ability to think independently and to critique and consider advancements to established ideas and positions—always with dissertation research in mind. The four responses should allow the faculty to evaluate the student’s competence in areas relevant to her or his preparation, including:

(a) Theoretical concepts and problems
(b) Geo-cultural and/or historical field(s) of specialization
(c) Expressive genre(s) or media.

Each faculty member on the committee will evaluate his or her own question as pass or fail. Each committee member may also comment on the other answers. The collective qualifying examination will receive an overall grade of pass or fail. The departmental policy on both “pass” and “fail” evaluations of exams is as follows: if one answer is evaluated as failing, the written exam receives collectively a “fail” evaluation. Any exam question that originally receives a “fail” evaluation can be retaken once. If a student fails any single question on the written exams a second time, the student has failed the written exam. Failed written exams are cause for academic dismissal from the department.

Within fourteen days of the exam, the chair of the committee will inform the student of the exam’s results and make arrangements for providing feedback. Students should meet individually with other committee members for additional/specific comments, in anticipation of the proposal hearing and oral exam, and as a step toward preparation of the dissertation. The
committee chair will compile the results of these evaluations and inform the other committee members and Student Affairs Officer.

(D) Ph.D. Oral Examination and Dissertation Proposal:

(1) Ph.D. Oral Exam Structure
The PhD oral defense is a defense of the dissertation proposal (not the exam answers that the committee members evaluated prior to the defense date), administered by the student’s doctoral committee and lasting two hours. The committee approves the proposal, determines the certifying members who will evaluate the final dissertation, and decides whether a final oral defense of the dissertation will be required or not. The certifying members are those qualified faculty who agree to read the dissertation and sign the signature page; at a minimum, these members consist of the chair, one additional member from the department, and one outside member.

The dissertation proposal is a substantive document, generally twenty pages in length, plus an abstract of no more than 150 words, bibliographic references and, possibly, endnotes and appendices. Its precise style and format will be developed in consultation with the committee chair in response to the student’s needs. In general, the proposal will set forth a problem for research, survey the relevant body or bodies of literature regarding the subject matter, describe the research methods to be employed, and provide a brief overview of the dissertation organization. Hypotheses should be presented, as should anticipated contributions to one or more academic fields.

Under Senate regulations the University oral qualifying examination is open only to the student and appointed members of the doctoral committee.

(2) Ph.D. Oral Exam Planning
If the student is submitting the dissertation proposal concurrently with the taking of written exams, the committee will officially meet with the student (usually within two weeks) for the oral exam defense of the proposal.

If the student is NOT submitting the dissertation proposal the same quarter as the written exams, the committee will meet with the student to discuss the written exam after the exam has been graded. Oral examinations must be completed by the quarter after the written examinations at the latest.

For the Orals, a form is downloaded by the department’s Student Affairs Officer and given to the student’s committee Chair before this meeting for committee members’ signatures.

(3) Ph.D. Oral Exam Evaluation
A “pass” evaluation on the oral examination requires at least two committee members voting affirmatively with no more than one abstention. Students may retake an oral exam once within the next quarter. In such a case, students should consult closely with their committee chairs and the committee members regarding the needed work. If the second oral exam results in a second “fail” evaluation, the student has failed the oral exam. Failed oral exams are cause for academic dismissal from the department.

Results of written and oral evaluations will be communicated to the students in writing within 14 days from exam dates; though often, committees may decide to inform the student immediately of their exam results.
Doctoral Dissertation and Final Oral Examination (Dissertation Defense)

Typically, students maintain their Ph.D. candidacy for two years, during which they research and write their dissertation. Longer research opportunities—especially overseas—should be discussed with committee members as soon as they are recognized. In order to receive University funding, students must be enrolled in a minimum of 12 units each quarter, although applications for outside funding and/or dissertation year fellowship should also be pursued. Guidelines for dissertation support funding can be found in the UCLA Continuing Student Support Booklet: http://www.gdnet.ucla.edu/asis/stusup/contspprt.pdf.

Students are expected to remain in close contact with their chair(s) and committee members throughout the course of their research. During this period, it is common to take a leave of absence. However, students may only accumulate a total of 6 quarters of leave of absence during their graduate career. Be aware of University policy on continuous registration (“Standards and Procedures for Graduate Study at UCLA,” http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf, page 20).

Every doctoral degree program requires the completion of an approved dissertation that demonstrates the student’s ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study. The final face-to-face defense of the dissertation is not required for all students in the program. The decision as to whether a defense is required is made by the doctoral committee at the time of advancement to candidacy.

(1) Dissertation Planning
Students may enroll in WAC 599 (Research for and Preparation of Ph.D. Dissertation) for 2-12 units once they have advanced to candidacy.

Questions regarding dissertation length and the incorporation of complementary media (including video, CD-ROM, and performance projects) should be resolved in consultation with the committee chair and members, within the guidelines established by the Graduate Division. (“Standards and Procedures for Graduate Study at UCLA”: http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf).

The UCLA Graduate Division regularly presents information on University regulations governing manuscript preparation and completion of degree requirements. Students who plan to file a thesis or dissertation during the quarter are encouraged to attend. Please see: http://www.gdnet.ucla.edu/gasaa/library/thesismtg.htm.

(2) Dissertation Defense and Filing
The expected time of completion of the dissertation is no later than the end of the twelfth quarter (i.e., six quarters of in-candidacy status).

All dissertations are filed electronically. Please visit http://www.gdnet.ucla.edu/gasaa/etd/index.html for comprehensive information on filing procedures.

If students are not enrolled during the quarter of filing, they need to fill out the Doctoral Filing Fee Form (http://www.gdnet.ucla.edu/gasaa/library/docfee.pdf) and pay a fee of $150. Special note: doctoral candidates would only file this form if they are NOT enrolled the quarter they are filing. However, they must have been enrolled the quarter BEFORE filing if they take this option.
TIME-TO-DEGREE

(A) M.A. Time-to-degree
The M.A. in Culture and Performance is designed as a two year degree. Normal progress toward the degree is as follows:
(1) Year One
   (a) Completion of required core courses (third quarter)

(2) Year Two
   (b) Nomination of thesis committee (fourth quarter)
   (c) Fulfillment of language requirement (prior to filing the advancement to candidacy petition for the M.A. degree)
   (d) Advancement to candidacy (fifth quarter)
   (e) Completion of M.A. coursework (end of fifth quarter)
   (f) Comprehensive examination (sixth quarter) OR Completion of thesis (sixth quarter)

(3) Progressing to the Ph.D.:
Because the curricular and exam requirements are different for the two degrees, students are not automatically Ph.D. students after the completion of their M.A. program of study. In the week prior to completing the M.A. degree requirements (examination or thesis), students formally request acceptance into the Ph.D. program by writing a letter to the graduate advisor. As noted above, students may be asked to also submit their CV, a research statement, or letters of recommendation. After a vote by the C.A.P. faculty, the Vice Chair of Graduate Affairs or the Student Affairs Office will contact the student within fourteen days to communicate the Department’s response. Students may either be accepted or be denied acceptance into the Ph.D. program after the completion of their M.A. degree. As with our annual Fall admission applicants, any student can re-apply to the program at a later time if denied admission previously.

(B) Ph.D. Time-to-degree
Expected time-to-degree for the Ph.D. is four years for students entering from outside the department, three years for students holding the M.A. in Culture and Performance. This depends, however, on prior academic and language preparation and the length of dissertation research.

(1) **For those continuing from the WAC/D M.A.**, normal progress toward the degree is as follows:
   (a) Year Three
      (i) Completion of Ph.D. Coursework, 32 units (eighth quarter)
      (ii) Nomination of Ph.D. committee (eighth quarter)
      (iii) Written and oral qualifying examinations (ninth quarter)
      (iv) Advancement to candidacy (ninth quarter)

   (b) Year Five
      (v) Dissertation defense and deposit (fifteenth quarter, i.e. 6th quarter of in-candidacy status)

Post-M.A. to Ph.D. expected time of completion is nine quarters.
(2) For those entering from outside the department, normal progress toward the degree is as follows:

(a) Year One
   (i) Completion of required core courses (end of third quarter)

(b) Year Two
   (ii) Fulfillment of language requirement (fifth quarter)
   (iii) Completion of Ph.D. coursework, 48 units (fifth quarter)
   (iv) Nomination of Ph.D. committee (fifth quarter)
   (v) Written and oral qualifying examinations (sixth quarter)
   (vi) Advancement to candidacy (sixth quarter)

(c) Year Four
   (vii) Dissertation Defense and Deposit (twelfth quarter; i.e. 6th quarter of ABD status)
<table>
<thead>
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<th>M.A. DEGREE</th>
<th>REFER TO THIS HANDBOOK</th>
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<td>□ Complete Core Course Requirements (third quarter)</td>
<td>p. 9</td>
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<td>□ Complete Foreign Language Requirement (prior to filing for advancement to candidacy)</td>
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<td>□ Complete all annual reviews with faculty advisor (yearly)</td>
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<td>□ Establish Committee Chair (fourth quarter)</td>
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<td>□ Nominate Committee (fourth quarter)</td>
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<td>□ Attend Thesis/Dissertation meeting at the Graduate Division (when offered)</td>
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CULTURE AND PERFORMANCE DEGREE CHECKLIST

Ph.D. DEGREE (continuing from WAC/D M.A.) REFER TO THIS HANDBOOK

☐ Complete all annual reviews with faculty advisor (yearly) p. 8
☐ Establish Doctoral Committee Chair (eighth quarter) p. 15
☐ Nominate Committee (eighth quarter) p. 15
☐ Complete all Coursework Requirements (eighth quarter) p. 9
☐ Qualifying Written Exams (ninth quarter) p. 16
☐ Qualifying Oral Exams (ninth quarter) p. 17
☐ Attend Thesis/Dissertation meeting at the Graduate Division (when offered) p. 18
☐ File Dissertation (twelfth quarter) p. 18
CULTURE AND PERFORMANCE DEGREE CHECKLIST

Ph.D. DEGREE (entering with an M.A.)

- Complete Core Course Requirements (third quarter)  p. 9
- Complete Foreign Language Requirement (fifth quarter)  p. 10
- Complete all annual reviews with faculty advisor (yearly)  p. 8
- Establish Doctoral Committee Chair (fifth quarter)  p. 15
- Nominate Committee (fifth quarter)  p. 15
- Complete all Coursework Requirements (fifth quarter)  p. 9
- Qualifying Written Exams (sixth quarter)  p. 16
- Qualifying Oral Exams (sixth quarter)  p. 17
- Attend Thesis/Dissertation meeting at the Graduate Division (when offered)  p. 18
- File Dissertation (fifteenth quarter)  p. 18

REFER TO THIS HANDBOOK
REGISTRATION, LEAVES, AND TERMINATION
For complete information involving graduate study policies, visit the Standards & Procedures for Graduate Study at UCLA http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf.

(A) Continuous Registration
Unless granted a formal leave of absence, graduate students are expected to register every term, including the term in which their degree or certificate is to be awarded. A student must be registered in order to take any University examination with the exception of those that are permitted by payment of the Filing Fee (master’s comprehensive or doctoral final oral examination). Students must be registered during the regular academic quarter when they take the written and oral qualifying examinations for the doctorate. To be eligible to take such examinations in the summer, the student must have been registered in the immediately preceding Spring term. If students have completed all requirements for the degree except the filing of the thesis or dissertation and/or the final examination (master’s comprehensive or doctoral final oral examination), they may be eligible to pay the Filing Fee (half the registration fee) instead of registering. To be eligible to take final examinations, file theses or dissertations, or receive degrees during the summer, students must pay the Filing Fee (if eligible) unless they are registered in a Summer Session. Failure of students to register as required will constitute presumptive evidence that they have withdrawn without leave from the Graduate Division, and that to be readmitted, they must apply formally in competition with all other applicants for admission.

(B) Leaves of Absence
Only persons who are registered are entitled to use of University facilities (an exception is the library, to which the public-at-large has access if a fee is paid) or faculty time. If the student anticipates using as much as 12 or more hours of University facilities and/or faculty time (excluding the library) in any quarter, the student is not eligible for a leave of absence or an extension of a leave of absence and must register. A student who has accumulated as much as 12 or more hours of use of University facilities and/or faculty time (excluding the library) since last being registered is not eligible for an extension of a leave of absence and must register in the next quarter. All usages of faculty time are to be considered, including reading and suggesting revisions to drafts of theses and dissertations. On recommendation of the department and subject to the conditions stated in the above, a leave of absence may be granted by the Graduate Division to continuing graduate students in good standing (3.0 GPA), who have completed at least one quarter in graduate status at UCLA. Request for Leave of Absence forms are available in the student’s major department. If registration fees have been paid for the quarter in which the leave is to begin, a percentage of the fees paid is refunded according to the calendar date on which the approved leave request is submitted to the Graduate Division. All leaves must be requested before the end of the second week of class of the quarter in which the leave of absence or extension of leave of absence is to begin. Deadlines are published for each quarter in the General Catalog and in the quarterly Schedule of Classes. A leave is normally granted for periods of one to three quarters. Leaves may be extended for a total of two years (six quarters) at the request of the student, on the recommendation of the department involved, and with the approval of the Graduate Division. If the student fails to return to the University the quarter after being on official leave of absence, or leaves the University without an official leave of absence, the student must apply for readmission to graduate study. When a student is on a leave of absence, the Registrar’s Office cannot confirm student status for student loan deferral. Standards and Procedures for Graduate Study at UCLA 23 Chairs of doctoral committees are asked by the Graduate Division to verify that if a student is applying for a leave or extension of a leave, the student will not be using University facilities or faculty time while on leave in accordance with the policy outlined above. If a student is granted a leave for any period of time, the student may not keep a fellowship, grant, or salaried appointment to any apprentice teaching or research title. Furthermore, the granting of a leave of absence does not relieve a student from meeting the requirements for the degree as they were stated in the catalog published and in effect at the time the student matriculated as a graduate student at UCLA. If a student is returning from a leave of absence of less than three terms, an URSA notification letter is automatically sent to the mailing address. If the student has been away three terms or
longer, the student is sent a Statement of Legal Residence which must be completed and returned to the Registrar’s Office before registration information is available. If the student is returning before the end of the period of the leave, the student must notify the Graduate Division and the Registrar’s Office at least six weeks prior to the beginning of the term in which the student plans to register. Failure to give at least six weeks notice will result in liability for any and all late registration/late enrollment fees assessed by the Registrar’s Office. Request for Extension of Leave of Absence forms are available in the student’s major department.

International students on non-immigrant visas (F-1 or J-1) may not remain in the United States while on a leave of absence unless: (1) they have finished all coursework and have advanced to candidacy. They will be conducting degree-related research equivalent to a full course of study during the leave. The Dashew Center for International Students and Scholars may request additional documentation for verification purposes; or (2) they provide evidence of a serious illness of their own (not that of a family member) that prevents attendance at UCLA. Before granting a leave of absence to international students, the Graduate Division requires written notification from the Dashew Center for International Students and Scholars to the effect that the student has been made aware of the immigration implications of a leave of absence and immigration requirements for maintaining legal status within the U.S. while on leave of absence. The Graduate Division will not approve a leave of absence that is not in compliance with Bureau of Immigration and Customs Enforcement (BICE) policy governing international student visas.

(C) In-Absentia Registration
In-absentia registration is available to academic and professional graduate students undertaking coursework or research related to their degree programs outside of California. Students registered in-absentia are assessed 15% of the combined University Educational and Registration Fees and full health insurance fees. Additional information and petition forms are available on the Graduate Division website. Completed and signed petitions are submitted to the Graduate Division Student Support Office, 1228 Murphy Hall.

(D) Withdrawal
With approval of the Dean of the Graduate Division, if a student is eligible for further registration in the University and is not under disciplinary disqualification, the student is entitled to a statement of honorable withdrawal. However, the Dean may attach comments to this statement. If a registered student leaves the University before the end of the quarter without formally withdrawing, the student will receive a grade of ‘F’ or, where appropriate, ‘U’ (Unsatisfactory) in each course in which the student is enrolled. A percentage of the registration fees paid is refunded according to the calendar date on which the official notice of withdrawal is submitted to the Graduate Division. A student can refer to the current Schedule of Classes for the refund schedule. If a student completes a quarter and fails to register or take a leave of absence for the following quarter, the student is presumed to have withdrawn from the University. If the student wishes to register for a subsequent quarter, the student will be required to be readmitted to the Graduate Division.

(E) Readmission
University requirements state that unless granted a formal leave of absence, continuing graduate students who fail to register are considered to have withdrawn from the University and must compete for readmission with all other applicants. Thus, applicants who were previously registered at any time as graduate students at UCLA, whether having completed a graduate program or not, should submit an online application or request an Application for Graduate Admission from the major department and submit this to Graduate Admissions/Student and Academic Affairs with the application fee. Official transcripts of record for all college and university work completed since last registration at UCLA should be sent directly to the major department. A formal application for readmission is not required for students who are returning from an official leave of absence.
(F) Termination

(1) UNIVERSITY POLICY
A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA (see http://www.gdnet.ucla.edu/gasaa/library/spintro.htm).

(2) DEPARTMENTAL POLICY
A recommendation for termination is made by the chair of the department after a vote of the graduate faculty. Before the recommendation is sent to the Graduate Division, a student is notified in writing and given two weeks to respond in writing to the chair. An appeal is reviewed by the department’s graduate faculty, which makes the final departmental recommendation to the Graduate Division.
CAP PROGRAM FORMS

The following forms and documents can be found on the departmental “Common Collaboration and Learning Environment” site (CCLE). To access the CCLE, the student should visit https://ccle.ucla.edu/ and log in with a UCLA logon ID and password. The forms can also be found online through the Graduate Division site where indicated, or by visiting the Student Affairs Officer.

CAP Degree Requirements and Checklist
Filing Fee Application (http://www.gdnet.ucla.edu/gasaa/etd/filingfee.pdf)
Language Petition (http://www.gdnet.ucla.edu/gasaa/library/lnpetition.pdf)
MA Annual Review Form
Masters Comprehensive Examination Committee (internal to WAC/D; retrieve from Student Affairs Officer)
Masters Petition for Advancement to Candidacy (http://www.gdnet.ucla.edu/gasaa/library/masatc.pdf)
Nomination of Doctoral Committee (http://www.gdnet.ucla.edu/gasaa/library/docnomin.pdf)
Nomination of Thesis Committee (http://www.gdnet.ucla.edu/gasaa/library/masnomin.pdf)
OID TA Handbook (http://www.oid.ucla.edu/units/tatp/resources/tahandbook)
PhD Annual Review Form
Reconstitution of Thesis Committee (http://www.gdnet.ucla.edu/gasaa/library/masreconst.pdf)
Reconstitution of Doctoral Committee (http://www.gdnet.ucla.edu/gasaa/library/docreconst.pdf)
Regulations Governing the Doctoral Qualifying Exams
Regulations Governing the Nomination of Doctoral Committee
Report on the Final Oral Exam for the PhD Degree
(http://www.gdnet.ucla.edu/gasaa/library/degreeinfo.htm; requires logon and password)
Report on the Oral Qualifying Exams and Request for Advancement
(http://www.gdnet.ucla.edu/gasaa/library/degreeinfo.htm; requires logon and password)
Request for Leave of Absence (http://www.gdnet.ucla.edu/gasaa/library/loarequest.pdf)
Research Subject Protocol
TA Statement of Understanding (http://www.gdnet.ucla.edu/gss/appm/feeremission.pdf)
WAC/D TA Handbook
Waiver of Liability – Required (http://www.oirm.ucla.edu/waiver-required.pdf)
Waiver of Liability –Voluntary (http://www.oirm.ucla.edu/waiver-voluntary.pdf)
FINANCIAL ASSISTANCE

UCLA offers graduate students several kinds of financial assistance, including fellowships, assistantships, loans, and work-study employment. Merit-based financial support is available in the form of fellowships, teaching assistantships and graduate student researcher positions. Fellowships, which range from partial fees to full fees, nonresident tuition waivers, and a stipend, are awarded primarily to incoming students; teaching assistantships and graduate student researcher positions are awarded annually to eligible continuing students. See also the departmental TA Handbook regarding TAships.

Entering students apply for fellowships in conjunction with their admission application. Nominations for campus-wide awards as well as Departmental support are made by faculty and forwarded to the necessary faculty committees for decision. Factors considered include academic strength, creative work, and in some cases, financial need. Effort is made to distribute the available resources among all principal areas of study in the Department.

Continuing students must apply annually for fellowships, assistantships, and graduate student researcher positions. Need-based assistance is available to those who qualify. The Financial Aid Office calculates need based on the student’s financial resources. For graduate students, need-based financial aid is awarded only in the form of loans and work-study. International students are not eligible to apply for need-based financial aid.

The Financial Aid Office (A129-J Murphy Hall) is responsible for administering financial support based on need. To apply for financial aid, submit the Free Application for Federal Student Aid (FAFSA) or the FAFSA Renewal Application to the processor. For more information on applying for need-based support at UCLA, please refer to the Financial Aid Office web site at www.fao.ucla.edu.

**A) GRADUATE STUDENT FUNDING**

The Graduate Division (www.gdnet.ucla.edu) provides online access to a broad range of information on funding a graduate education.

Please also review the Graduate Student Support for Continuing Students (http://www.gdnet.ucla.edu/asis/stusup/contspprt.pdf)

This brochure contains important general information, application procedures, and deadlines for University funded programs. It includes information about fellowships and grants, as well as application information about grants and loans from the Financial Aid Office.

Funding opportunities include:

1. **Graduate Student Researcher (GSR) positions**
   These opportunities are limited. Faculty members may receive grants that fund GSR positions for their respective research projects that will be filled at their discretion. These occur throughout the academic year. There may be a limited number GSR positions that serve the department for specific projects. Interested students should contact the faculty in their area of studies to express interest in a GSR position should one become available.

2. **Teaching Assistantship (TA) positions**
   These positions provide the student experience teaching undergraduates with faculty supervision, and are generally awarded to continuing students. At the end of fall quarter, the Student Affairs Office will distribute (into the grad mailboxes) material regarding the application process for TA positions in the department. See the departmental TA Handbook for more detailed information.
(3) Teaching Assistant mini-grants
This discretionary funding is available to TAs who wish to supplement the undergraduate classes they teach with extra-curricular activities. Funding is available for guest lecturers, for travel to outside events (but not for admission to these events), and for special projects within the class that are not otherwise funded by the department. Since preference is given to projects that will benefit a large number of students, TAs frequently combine their classes and make joint applications. Application forms should be provided in the TA orientation packets or by the departmental TA Consultant. Also available at the Office for Instructional Development (http://www.oid.ucla.edu/). Grants are usually awarded within two weeks of submission. Maximum funding awarded to a TA within one quarter is $250 (subject to change).

(4) Instructional Improvement Grants
These are offered through UCLA’s Office of Instructional Development, and are intended for the improvement of undergraduate courses, curricula, and teaching. Grants are designed for curricular innovation and pedagogical experimentation. Applications are due in early March. For application information, please visit the OID website (http://www.oid.ucla.edu/).

(5) Graduate Conference/Travel/Research Grants
Available to full-time, registered M.A., M.F.A. and Ph.D. students for travel related to their graduate research. Quarterly applications are available from the Student Affairs Officer.

(6) Production-related funding and limited technical support
This support is allocated to departmentally sponsored productions and events. Funding for projects proposed by graduates and approved by the faculty is determined on an individual basis.

(7) Departmental Scholarships
Applications for departmental scholarships become available in winter quarter for the following academic year. These scholarships include:

(a) Jean Irwin Scholarship
Talented graduate and undergraduate dance students in good standing, with a concern and awareness of the world, and social justice. Financial need.

(b) Sandra Zell Kaufman Memorial Fund
For students specializing in dance within WAC/D.

(c) Forti Family Endowed Scholarship in Dance
Talented students who specialize in dance, with preference given to students who specialize in dance improvisation. Preference given to students with financial need. Must maintain good academic standing with a minimum 3.0 grade point average.

(d) Hyatt Harry/Alma Egan Scholarship
For research (by student, faculty, staff) principally on African American diasporic traditions in the U.S.
(8) School of the Arts and Architecture Scholarships
Applications for school-wide scholarships become available in winter quarter for the following academic year. These scholarships include:

(a) General Dean’s Scholarships
For continuing undergraduate and graduate students. Based on outstanding qualities, academic merit, financial need, level in program, program of study.

(b) Competitive Scholarships
   (i) Evelyn & Mo Ostin Performing Arts Scholarship
       For continuing students (graduate or undergraduate). Based on outstanding qualities, academic merit, financial need, level in program, program of study.
   (ii) Edna and Yu-Shan Han Scholarship
       For continuing graduate student, preference given to those of Chinese descent; must demonstrate financial need.

(B) ADDITIONAL RESOURCES
(1) Fulbright Workshops, UCLA Graduate Division
http://www.gdnet.ucla.edu/asis/library/fulbright.htm
http://us.fulbrightonline.org/home.html

(2) Ford Foundation Diversity Fellowships for Achieving Excellence in College and University Teaching
http://national-academies.org/fellowships

(3) Jacob K. Javits Fellowship Program, U.S. Dept of Education

(4) Andrew W. Mellon Fellowships in Humanistic Studies
http://www.mellon.org/grant_programs/programs/higher-education-and-scholarship

(5) Funding Opportunities Databases
   (a) Community of Science (COS): http://www.cos.com/
   (b) Sponsored Programs Information Network (SPIN):
       http://www.infoed.org/new_spin/spinmain.asp
   (c) Illinois Researcher Information Service (IRIS): http://www.library.illinois.edu/iris/

COS, SPIN, and IRIS contain thousands of federal and non-federal funding opportunities in the sciences, social sciences, arts, and humanities. Each provides program summaries that include sponsor names, program titles and descriptions, contact information, deadlines, and restrictions. Access is free for those using a UCLA public terminal or Bruin Online. Additionally, the databases can be accessed through UCLA Sponsored Research - Funding Opportunities Page:

(6) Gradfellowships-L Listserv
The Graduate Division Special Fellowships Office announces extramural funding opportunities available for graduate study, travel abroad, dissertation and postdoctoral research through its listserv, GRADFELLOWSHIPS-L. The list is open to UCLA graduate students, staff, and faculty. To subscribe, visit the Gradfellowships-L list subscription page at:
http://lists.ucla.edu/cgi-bin/mailman/listinfo/gradfellowships-l.
(7) Graduate & Postdoctoral Extramural Support (GRAPES)
GRAPES contains information on approximately 400 awards for graduate study, dissertation research, study and research abroad, postdoctoral research, and more.
(http://www.gdnet.ucla.edu/grpinst.htm)

(C) FUNDING SOURCES FOR PROGRAMMING
The following organizations look for well-organized projects, which not only benefit the specific interests of one particular group or organization, but also encourage student participation from other disciplines and departments on campus.

(1) Center for Student Programming (CSP)/Campus Programs Committee (CPC)
www.studentactivities.ucla.edu
This student-run agency requires the registration of active student organizations on the UCLA campus each year before applications for funding may be filed. Organizations must make an appointment to register as a Registered Group or an Affiliated Group with CSP. A CSP advisor provides orientation on the requirements of registering and the procedures for filing. CPC funding is divided into six application periods throughout the year, with specific filing dates. Students can apply for no more than $8,500 per funding period. Each organization may not apply for more than $15,500 for any given academic year.

WAC/D Graduate Student Organization (GSO):
The GSO is a department-sponsored graduate student organization registered through the CSP. The organization exists to support the needs of graduate students and has functioned on one level as a forum for members to articulate their interests and concerns, and on another level as a sponsor for member organized events. In the past the organization has sponsored informal graduate students presentations (e.g., “Chew on This” lecture series), dance concerts (e.g. MFA2 concerts), and the U.C.-wide graduate student academic conference “Dance Under Construction.” Events sponsored by the organization are eligible for funding from various campus sources, including CPC ($1,000 to $8,500), Graduate Student Association ($1,000 per event), and the Arts and Architecture Council of the GSA (monies available for reimbursing students attending conference, and for various events).

(2) UCLA Performing Arts Student Committee
www.sca.ucla.edu
This organization can provide co-production for performing arts events, though funds for projects are limited. The Student Committee also promotes UCLA Performing Arts programs by subsidizing student tickets, coordinating on-campus publicity, and hosting artist receptions as well as producing its own events on campus. Anyone wishing to apply for a position to sit on the committee should apply in late September/early October.

(3) Graduate Student Association (GSA)
http://gsa.asucla.ucla.edu/index.html
GSA has limited funding which can be applied for through the Director of Discretionary Funding. Applications can be obtained online. This funding is to be used to benefit graduate activities.

(4) Arts & Architecture Council (formerly Fine Arts Council)
Each department in the School of the Arts sends a representative to this council. The AAC has a discretionary fund consisting of a portion of student fees. This money is applied for through requisition forms obtained through the President of the Council. The amount of money from this source is small; the amount available being based on enrollment figures for each quarter.
CAMPUS RESOURCES

Arthur Ashe Student Health and Wellness Center (http://www.studenthealth.ucla.edu/)

Bruin OnLine (www.bol.ucla.edu)
Providing UCLA students, faculty and staff with:
Email, web hosting services, network connectivity (including wireless), free software and support

BruinCard (www.bruincard.ucla.edu)
This multi-purpose card serves as the official UCLA identification card, registration card, library card, recreation center card, access card, Big Blue Bus card and more.

Career Center (www.career.ucla.edu)
Providing: BRUINVIEW™ Job Listings, Career Counseling, Career Resources Library, Credentials File Service, Workshops and Events

Computer Labs (www.clicc.ucla.edu)
(1) College Library Instructional Computing Commons
(2) Powell Library
(3) Center for Digital Humanities
(4) Kinsey Hall
(5) Design | Media Arts Lab (DMA) http://support.design.ucla.edu/
    Broad Art Center Restrictions: Only open to DMA students or students taking a class held in the lab.
    Special access available; contact DMA.

Counseling and Psychological Services (http://www.counseling.ucla.edu/)

Dashew Center for International Students & Scholars (http://www.internationalcenter.ucla.edu/)

Graduate Student Resource Center (http://gsa.asucla.ucla.edu/gsrc/)
The UCLA Graduate Student Resource Center is a Graduate Students Association 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 brings the vast resources of UCLA to a common place where graduate students can meet, mingle, study, learn, and find answers to their questions. All graduate and professional students are welcome.

Libraries (www.libraries.ucla.edu)
The UCLA Library system, with more than 6.7 million volumes, ranks among the top three university research libraries in North America.

Office of Instructional Development (http://www.oid.ucla.edu/)
Promotes the effective use of current and emerging instructional methodologies and technologies.

Office for Students with Disabilities (http://www.osd.ucla.edu/)
The philosophy and mission of the program is to encourage independence, assist students in realizing their academic potential, and to facilitate the elimination of physical, programmatic, and attitudinal barriers.
Ombuds Office (www.saonet.ucla.edu/ombuds)
A university Ombudsperson is an independent, neutral third party who assists students, faculty, staff, and administrators in resolving grievances and complaints through informal means: counseling, negotiation, and mediation.

Recreational Programs (www.recreation.ucla.edu)
Enrolled UCLA students who have paid the full undergraduate or graduate registration fees for the current quarter are granted access to UCLA Recreation facilities, programs, and services. Entry to UCLA Recreation facilities requires a current Bruin Card photo ID.

University Records System Access (www.ursa.ucla.edu)
The University Records System Access (URSA) gives UCLA students real-time access to their University academic records. URSA provides the easiest way to enroll in classes, and to gain real-time access to academic, financial, and personal records. Access is based on the nine-digit UCLA student I.D. and a four-digit security code of your own choosing. Note: Students should check their URSA account monthly. This is especially true with students who might be assessed a SEVIS or Instructional Enhancement charge which have the potential to surprise students. Unpaid charges over 30 days incur a monthly fine if left unchecked.
INTERNATIONAL STUDENTS
Two offices serve international students at UCLA: the Office of International Students and Scholars (OISS) and the Dashew International Center (www.internationalcenter.ucla.edu). Both are located in Tom Bradley International Hall.

Office of International Students and Scholars
It is the international student’s priority at UCLA to maintain visa status. The student must meet with a counselor in OISS and attend all mandatory workshops organized by OISS. The Office of International Students and Scholars (OISS) offers a number of services, including counseling, advocacy, and support for UCLA international students, scholars, and their families from the point of their acceptance to the university to the time they complete their degree, exchange, research, or employment. Current and proposed legislation and policies for international students and scholars make OISS an essential source of expert guidance and advice, particularly on how to safeguard and maintain non-immigrant visa status.

The Dashew International Center for Students and Scholars (DICSS)
The Dashew International Center for Students and Scholars provides programs and services that serve two main purposes:
(1) To help international students and scholars adjust to their new lives on campus and in the Los Angeles community through a large number of programs specifically designed for this purpose.
(2) To build bridges between UCLA’s international community and domestic community.

English as a Second Language (ESL)
www.humnet.ucla.edu/humnet/esl
The student’s ability to understand, speak, read, and write English is crucial to success at UCLA. The English as a Second Language Placement Examination (ESLPE) is required of all non-native speakers of English new to UCLA. The ESLPE will determine the level of assistance needed in acquiring English proficiency. Depending on the exam score, the student may begin a program of studies without taking English courses. However, if the score falls below what is required to be exempt from ESL courses, one or more courses in English as a Second Language (ESL) are required.

Test of Oral Proficiency (TOP)
www.oid.ucla.edu/TOP/index.html
All international students whose native language is not English will need to pass the TOP before they are allowed to work as a teaching assistant (TA) at UCLA. “Native Speaker” is defined as the first language the student learned. If a student does not plan to work as a TA at UCLA, the TOP is not needed.
OPPORTUNITIES

Arts Education Teaching
The School of Arts and Architecture offers an Arts Education Teaching Sequence for undergraduates considering a career as arts educators working in a variety of institutions, including K-12 schools, museums and community arts centers. It is open to selected juniors and seniors in the School majoring in Architectural Studies, Art, Design/Media Arts, Ethnomusicology, Music, and World Arts and Cultures. Graduates students interested in this program may serve as mentors or supervisors of the undergraduate students in this sequence. For more information, see http://www.arts.ucla.edu/artsbridge/contact/.

For graduate students interested in a teacher credential program, contact the TEACHLA (University Intern Program) office in the UCLA Graduate School of Education: www.gseis.ucla.edu/oss/programs.htm.

Center for Community Learning (CCL)
www.ugeducation.ucla.edu/communitylearning
The Center for Community Learning is the undergraduate curricular arm of the Chancellor’s “UCLA in LA” initiative. The Center engages undergraduate, faculty and community partners in courses and programs that integrate teaching, research, and service through service-learning courses, academic internships and community-based research. Americorps Scholarships are available to undergraduates who complete 300 hours of service in the location of their choice. The Center may employ graduate students as TAs to supervise the undergraduate students enrolled in CCL’s internships.

Center for Community Partnerships
http://www.ucla.edu/engagement.html
The Center for Community Partnerships is designed to nurture partnerships between community groups and UCLA, promoting research and teaching to develop new knowledge that improves the quality of life in Los Angeles. In addition to research in local and regional issues, healthcare and K-12 education, it sponsors forums and events, convenes meetings, supports graduate student researchers, and provides undergraduate internships.

Community Programs Office
http://www.communityprograms.ucla.edu/
Houses approximately 28 student-initiated community and student support projects, which encompass educational, legal, social, medical, and academic services to under-served communities in the LA area. This office is unique in its multi-cultural and ethnically diverse environment and the experience it offers in campus and community programming.

UCLA Career Center Internship & Study Abroad Services
www.career.ucla.edu/explore/intern
This office is geared towards arranging and directing students to alternative educational and work opportunities nationally and internationally. Programs are available during the school year and the summer.
The Art and Global Health Center at UCLA seeks to unleash the transformative power of the arts to advance global health. The Center operates innovative, arts-based AIDS prevention and advocacy programs in the United States, Mexico, Brazil, South Africa, India, and soon Malawi as well. Working alongside local partners in each country, the Center brings together artists, activists, scholars, public health experts, and HIV-positive people to develop cost-effective programs that address local needs in the context of the AIDS epidemic.

The Center’s objectives are currently pursued in large part through its signature project, MAKE ART/STOP AIDS (MASA), an international network of scholars, artists, and activists committed to ending the global AIDS epidemic. Projects include: AMP it up!, an arts-based, multiple-intervention, peer-education HIV prevention and sexual health education program running in Los Angeles public high schools; Through Positive Eyes, an international participatory photography project featuring people living with HIV and AIDS, co-directed by Gideon Mendel; Are You Well? an Art-in-Hospitals project, which offers performance- and radio-based HIV and AIDS communication for inpatients at the Government Hospital of Thoracic Medicine in Tambaram, India; and ArtMoves, a mobile version of the MAKE ART/STOP AIDS exhibition, mounted on auto-rickshaws and bamboo structures.
PRESENTATION OPPORTUNITIES
The following is a listing of ongoing WAC/D presentation opportunities, some of which are offered on a rotating basis. It is by no means the limit of performance potential.

Artist Alphabets
Artist Alphabets, jointly organized by WAC/D and UCLA Live (Performing Arts), is an annual series of events exploring the intersections between performance and scholarship. Inaugurated officially in 1999 with a concert performance of John Cage’s “James Joyce, Marcel Duchamp, Erik Satie: An Alphabet,” the series is based on Cage’s assertion: “It is possible to imagine that the artists whose work we live with constitute ... an alphabet by means of which we spell our lives.” In these public forums, three distinct genres of presentation—lecture, performance, interview—are woven together to focus on pressing themes or on the work of live artists performing onstage at UCLA. Past participants have included choreographers and performers Merce Cunningham, Sean Curran, Joe Goode, Bill T. Jones, Edouard Lock, Ralph Lemon, Lin-Wai Min, Germaine Acogny, Victoria Marks, Tim Miller, David Rousseve, and Gregory Maqoma. Interdisciplinary scholars, drawn from UCLA and other universities across the country, have included Roger Bohman, Suzanne Carbonneau, Ann Daly, David Gere, Maura Keefe, Mitchell Morris, Kenneth Reinhard, Marta Savigliano, and Vivian Sobchack. And the themes have ranged from theories of the gendered gaze to AIDS choreography. Students are encouraged to participate in Artist Alphabets events as interviewers, presenters, and performers.

Culture Crossing: Showings/Presentations
Presented 10th week of fall and winter quarters with limited lighting support, students and faculty have the opportunity to show their performance/scholarly works arising from courses (e.g., WAC 2, choreography courses, video production course, and project-based courses). Works reflect the diversity and exemplary talents of the students and are curated by the faculty out of WAC/D courses offered during each of these quarters. This forum provides opportunities for creative production of works in progress and an informal feedback process.

Faculty Events
Faculty, internationally-known guest choreographers, and occasionally alumni and current graduate students have presented works in various contexts - including UCLA Dance Company (of the former Dance Department), The Big Event (site specific-oriented productions), the Faculty Festival of Performances, Culture Crossing (showcases of faculty-led projects arising from courses), and the “First Hand” faculty works-in-progress concert. Performers include faculty, graduate students, and undergraduates who have advanced-level training. This is a rewarding and very challenging opportunity demanding time and commitment. Casting is sometimes by audition and sometimes by invitation from the individual choreographer.

Noon Workshops/ Showings/ Performances and Lectures Series
There are opportunities to participate in events, workshops, and performances throughout the year in the department’s Tuesday/Thursday noontime programs. Specific to graduate students, the department’s “Chew on This” serves as forum for students and faculty to present their work. The forum meets on Tuesdays for graduate students to present their scholarly/field research and their choreographic research. On Thursdays there may be workshops specially scheduled for the noon slot. These forums provide opportunities to share their work in a context that invite collegial feedback and discussion.
The Center for the Art of Performance (formally UCLA LIVE)
The Center for the Arts of Performance is one of the most unique and significant presenters and producers of performing arts in the country, producing over 200 events each year featuring world class artists in music, dance, theater, and performance art. Information is available at the UCLA Central Ticket Office, as well as their website: cap.ucla.edu/index.asp. Artists are invited into the classroom to share their talents and engage students in the creative process. Free and open to all students, master classes, lecture demonstrations and post-performance discussions with the artists are all a part of The Center for the Art of Performance’s Education Program Design for Sharing mission to enlighten, educate and entertain. Schedule permitting, some of the artists/programs are featured in the department’s In the Garden noon series.

Dance Under Construction (DUC)
A UC-wide cross-disciplinary cultural dance studies conference, Dance Under Construction is a graduate student organized event including academic papers, panel discussions, lecture-demonstrations, performances, and experiential workshops that rotates among the UC campuses having graduate programs in dance. The purposes of the Conference are to give graduate students an academic forum in which to present their work and to make valuable research and employment connections. A November Call for Presentations is typically followed by a January notification date. This year (2012-13) DUC will be hosted by the WACD Department.

University of California Institute for Research in the Arts (UCIRA)
http://ucira.arts.ucla.edu
The University of California’s Institute for Research in the Arts (UCIRA) supports UC artists dedicated to innovative approaches to form and content in the performing, media, and visual arts. Their goal is to support imaginative projects that transcend boundaries, or that fall outside the present confines of arts practice. They have a special interest in projects that are collaborative in nature and that benefit two or more UC campuses. The UCIRA provides grants to arts faculty and students for projects with the potential for significant artistic and cultural impact. The Department has benefited from several UCIRA-funded graduate student projects in the recent past. For further information and application guidelines, please visit their website (above).
WORLD ARTS AND CULTURES / DANCE CORE FACULTY

ANURIMA BANERJI, PhD, Assistant Professor (on leave Fall 2012)
Dance, performance, cultural politics, South Asian dance (Odissi), and research methodologies

JUDITH F. BACA, PhD, Professor of Art in World Arts and Cultures, Chicana/o Studies
Mural arts and multicultural community activism. Joint appointment with Chicana/o Studies)

DONALD J. COSENTINO, Ph.D., Professor (Emeritus)
Myth and oral tradition, culture studies, comparative religion, West Africa, Haiti, Cuba, Los Angeles

IRMA DOSAMANTES-BEAUDRY, Ph.D., A.D.T.R., Professor (Emerita)

SUSAN L. FOSTER, Ph.D., Professor
Choreography/performance, Dance Studies

DAN FROOT, MFA, Associate Professor
Choreography and Performance

DAVID GERE, Ph.D., Professor
AIDS/arts activism, dance criticism, critical theory, queer studies. North America, South India

ANGELIA LEUNG, M.A., C.M.A., Associate Professor
Choreography/performance, technique, improvisation, movement analysis, dance education.

VICTORIA MARKS, B.A., Professor
Choreography/performance, Dance Studies, dance for stage and film.

PETER NABOKOV, Ph.D., Professor
Vernacular architecture, comparative religion. Native North America, India

JANET O’SHEA, PhD, Associate Professor (on leave Spring 2013)
Dance studies, postcolonial studies, critical theory, South Asian classical and contemporary dance forms in global context

LIONEL POPKIN, M.F.A., Associate Professor (on leave in Winter 2013)
Choreography and Performance

ALLEN F. ROBERTS, Ph.D., Professor, Director, African Studies Center

MARY "POLLY" NOOTER ROBERTS, Ph.D., Professor (on leave Fall 2012)
Theories of representation, global arts/local lives, arts of memory and gender, African arts and humanities, museum studies.

DAVID ROUSSÈVE, B.A., Professor
Choreography/performance, writer, director, dancer, actor.

PETER SELLARS, B.A., Professor (on leave Winter and Spring, 2013)
Director of opera, theatre and film and television; arts activism
APARNA SHARMA, PhD, Assistant Professor (on leave Spring 2013)
Video Production, post-colonial studies, and critical theory

DAVID SHORTER, Ph.D., Associate Professor
Indigenous ritual semiotics, ethnography, colonialisms, native cinema, aliens/psychics/ghosts

CHRISTOPHER WATERMAN, Ph.D., Professor / Dean, School of the Arts and Architecture
Anthropology of music, performance arts, popular culture. Africa, African Americas

CHENG-CHIEH YU, M.F.A., Associate Professor (on leave Fall 2012)
Choreography, Performance

(Please visit our web site at www.wac.ucla.edu for further information on WAC faculty.)
DEPARTMENTAL RESOURCES

Course Syllabi
WAC/D course syllabi are available for reference in the departmental office.

Dance Studios
The department maintains seven dance studios for classroom, rehearsal and special event support: Glorya Kaufman Dance Theater (200), Amber Dance Studio (208), Crystal Dance Studio (214), Sapphire Dance Studio (230), Topaz Dance Studio (240), Coral Dance Studio (250) and Kaufman Family Garden Theater (1000). Studio use is restricted to WAC/D majors. Reservations are required at all times.

Refer to the “Studio Use” guide posted in the Student Resource Room (155B) for information regarding procedures, policies and hours of operation. Reservation requests are processed on a priority basis due to the high demand for space. BruinCard required as a room access control card.

Lockers
A limited number of lockers are available for use by WAC/D majors. Locker assignments will be available on the first day of fall quarter on a first-come first-served basis. Contact Kaufman Hall Facilities Manager for more information, availability and application procedures. BruinCard required as a room access control card.

Lost and Found
Check the departmental office for property that has been lost or found. UCPD lost and found report: http://www.lostandfound.ucla.edu/

Mailboxes
Graduate student mailboxes are located in Kaufman 155A, which is off of the Rainbow Lounge (155). All faculty have mailboxes at the main office, room 150. We rely heavily on email contact. Please make sure WAC/D Student Affairs has the email address that you currently use, and that your address information is up-to-date on URSA.

Media Center (Video Lab, Kaufman 145)
The Video Lab offers a range of practical training workshops open to WAC/D students, faculty and staff that focus on technical skills such as introduction to editing, DVD burning and show-reel compilation. Students are strongly recommended to attend these workshops as a way to enhance and develop their technical skills. The Video Lab also offers guest lectures and workshops with filmmakers where students interact with practitioners from the field. All students enrolled in the department’s video production class (WAC C180/C280) are entitled to access Video Lab equipment including cameras and editing machines. Loans of equipment are dependent upon availability and user proficiency with equipment, determined through mutual conversation with between students, and approval of Video Lab staff and faculty.

In order to use the Video Lab each quarter you are required to do the following:
1. Have your WAC/D Faculty Sponsor email the Video Lab Manager.
2. Contact the Video Lab Manager for enforced requisites and additional information.
3. Obtain the “Video Operations Guide” at the WAC/D Administration Office – Front Desk (Room 150).
4. Return the “Signature Page” to the Front Desk.
5. After 3 business days return to the Front Desk to obtain your WAC/D Video Lab Pass.
6. Have the Building Manager activate your Bruin ID for lab access.
7. BruinCard required as a room access control card.

You must display your Video Lab Pass and Bruin ID at all times while using the Video Lab.
Phones
The nearest public pay telephones are located in Ackerman Union. Campus telephones are located on the first floor near the southeast stairs and on the second floor near the restrooms. To dial a campus-to-campus telephone number, dial the last five digits of the number.

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<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>EMERGENCY</td>
<td>Dial 911 from any phone (Cell phone on campus: dial 310-825-1491)</td>
</tr>
<tr>
<td>POLICE BUSINESS</td>
<td>(310)-825-1491 (x51491 on campus)</td>
</tr>
<tr>
<td>CAMPUS INFORMATION</td>
<td>(310) 825-4321 (or 33 from a campus phone)</td>
</tr>
<tr>
<td>CAMPUS ESCORT</td>
<td>(310)794-9255 (x49255 from a campus phone)</td>
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</table>

Safety
A safe and secure environment is created when people take the responsibility to care for themselves, for each other and for the resources in their environment. We ask that each student, staff and faculty take a pro-active part in developing and maintaining a safe and secure environment where we can focus on and support creative exploration, research and teaching.

You will find safety information specific to Kaufman Hall as well as the general campus posted in the Student Resources Room (155B). Please take the time to review this material.

Online resources:
- http://www.ehs.ucla.edu/safety/
- http://www.orl.ucla.edu/safety/
- http://ptplv.ais.ucla.edu/go/Campus-Safety/Police

Kaufman Hall Emergency Evacuation Assembly Area: WILSON PLAZA (northwest corner)

Student Resource Room (Kaufman 155B)
This is accessible to WAC/D students only. Internet kiosks are available for students to use (no printing is available). The studio reservation schedules, the department’s event calendar, announcements on upcoming performances, master classes, jobs, internships and scholarships are posted here. BruinCard required as a room access control card. Please contact the Facilities Manager for access enrollment and additional information.

Wireless Internet Access
Wireless Internet access is available in select locations on campus and in the building for users with an eligible UCLA Logon ID and their own 802.11b compliant wireless network interface card. For information regarding accounts, services and software, please go to http://www.bol.ucla.edu/services/wireless/

Kaufman Hot Spots: 101, 112, 118, 153, 155, and 208

Vending Machines (Kaufman 155A)
Beverage and snack vending machines are located opposite of the grad mailboxes.
DEPARTMENTAL DIRECTORY

Main Office
Office hours: 8:30AM – 1PM and 2PM – 5PM, Monday- Friday.
150 Kaufman Hall 310-825-3951
Website: www.wac.ucla.edu Email: wacinfo@arts.ucla.edu

Faculty Administration

<table>
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<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Angelia Leung</td>
<td>310-206-1336</td>
<td>Kaufman 150A</td>
</tr>
<tr>
<td>Vice Chair, Undergraduate Affairs</td>
<td>Victoria Marks</td>
<td>310-206-9227</td>
<td>Kaufman 140A</td>
</tr>
<tr>
<td>Vice Chair, Graduate Affairs</td>
<td>David Delgado Shorter</td>
<td>310-206-6699</td>
<td>Kaufman 130F</td>
</tr>
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The Staff

<table>
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<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Student Affairs Officer</td>
<td>Hayley Safonov (<a href="mailto:hsafonov@arts.ucla.edu">hsafonov@arts.ucla.edu</a>)</td>
<td>310-825-8537</td>
<td>Kaufman 148D</td>
</tr>
<tr>
<td>General Management</td>
<td>Daniel Millner</td>
<td>310-206-4274</td>
<td>Kaufman 150</td>
</tr>
<tr>
<td>Assistant to Chair Leung</td>
<td>Lilian Wu</td>
<td>310-206-1331</td>
<td>Kaufman 150</td>
</tr>
<tr>
<td>Accounting/Payroll</td>
<td>Muriel Moorhead</td>
<td>310-825-5638</td>
<td>Kaufman 150E</td>
</tr>
<tr>
<td>Academic Personnel</td>
<td></td>
<td>310-206-3696</td>
<td>Kaufman 150D</td>
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<tr>
<td>Building Manager</td>
<td>Arsenio Apillanes</td>
<td>310-206-6978</td>
<td>Kaufman 173</td>
</tr>
<tr>
<td>Public Events Manager</td>
<td>Ginger Holguin</td>
<td>310-825-2129</td>
<td>Kaufman 140B</td>
</tr>
<tr>
<td>Technical Director</td>
<td></td>
<td>310-825-5823</td>
<td>Kaufman 212</td>
</tr>
<tr>
<td>Video Lab Manager</td>
<td>Will O’Loughlen</td>
<td>310-825-3692</td>
<td>Kaufman 145</td>
</tr>
<tr>
<td>Sound tech</td>
<td>Mark Goebel</td>
<td>310-825-6664</td>
<td>Kaufman 212</td>
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Art|Global Health Center (A|GH)

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<tr>
<td>Director</td>
<td>David Gere</td>
<td>310-206-1336</td>
<td>Kaufman 106</td>
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<tr>
<td>Director of Special Projects</td>
<td>Robert Gordon</td>
<td>310-794-9208</td>
<td>Kaufman 141I</td>
</tr>
<tr>
<td>Office Coordinator</td>
<td>Elisabeth Millican</td>
<td>310-794-9208</td>
<td>Kaufman 141I</td>
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<tr>
<td>Producer</td>
<td>Kristin Killacky</td>
<td>310-794-9208</td>
<td>Kaufman 141I</td>
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