About UCLA Graduate Division

Graduate Division is responsible for the overall quality and progress of graduate education at UCLA. The Graduate Division serves as the administrative core for graduate recruitment and admissions. Over the years between your Graduate Welcome Reception and the awarding of your degree, we will also participate in the milestones marking your individual academic progress and work to ensure that the education you receive here continually strives for the highest quality.

Contact Us

Our offices are located on the first floor of Murphy Hall (northeast section of campus).

Walk-in hours are 9 a.m. to 4 p.m., Monday through Friday. Phone hours are from 9 a.m. to 4 p.m., Monday through Friday.

Visit us online at http://www.grad.ucla.edu

Diversity, Inclusion & Admissions

1237 Murphy Hall
(310) 206-3411 ● outreach@grad.ucla.edu

Diversity, Inclusion & Admissions is responsible for outreach, recruitment, graduate admissions, and diversity initiatives. The staff provides programs that support diversity in graduate education. The office also coordinates summer programs, institutional recruitment days, and workshops to promote graduate diversity, inclusion, and retention. Contact the office for questions regarding:

- General Recruitment and Admissions Information, including admissions requirements
  - Direct specific questions to Department or Program
- Online Application (Information and Troubleshooting) [https://grad.ucla.edu/admissions/admission application-for-graduate-admission/](https://grad.ucla.edu/admissions/admission application-for-graduate-admission/)
- Graduate diversity resources and programs (such as Competitive Edge Summer Bridge Program, Bouchet Honors Society, NSF AGEP, etc.)

Useful Links

Graduate Division: [https://grad.ucla.edu/](https://grad.ucla.edu/)
Registrar’s Office: [http://www.registrar.ucla.edu](http://www.registrar.ucla.edu)
MyUCLA: [http://my.ucla.edu/](http://my.ucla.edu/)

Updated 09/13/18
Academic Services
1255 Murphy Hall
(310) 825—3819 • academicservices@grad.ucla.edu

Academic Services is responsible for advancing the academic life cycle and professional development of graduate students and postdoctoral scholars. Contact the office for questions regarding the following graduate student services:

- Leave of Absence and Withdrawal
- Foreign Language Requirements
- Major/Classification Change
- Filling Fee
- Intercampus Exchange and Cross Enrollment Programs
- In Absentia Registration
- Master’s and Doctoral Committees
- Master’s and Doctoral Examination Requirements
- Master’s and Doctoral Advancement to Candidacy
- Thesis and Dissertation Filing
- Doctoral Hooding Ceremony

Applications Available on Website
Filing Fee
In Absentia Registration
Leave of Absence
Graduate Degree Petition
Nomination of Master’s and Doctoral Committee
Reconstitution of Master’s and Doctoral Committee
Intercampus Exchange Program: https://grad.ucla.edu/academics/graduate-study/uc-intercampus-exchange-program
https://grad.ucla.edu/academics

Online Publications
Program Requirements for UCLA
Graduate Degrees:
https://grad.ucla.edu/academics/graduate-study/program-requirements-for-ucla-graduate-degrees/

Standards and Procedures for Graduate Study at UCLA:
https://grad.ucla.edu/academics/graduate-study/standards-and-procedures-for-graduate-study/

UCLA Thesis and Dissertation Filing Requirements:
https://grad.ucla.edu/academics/graduate-study/thesis-and-dissertation-filing-requirements/

Useful Links
Graduate Division: https://grad.ucla.edu/
Registrar’s Office: http://www.registrar.ucla.edu/
MyUCLA: http://my.ucla.edu/
Fellowships & Financial Services
1228 Murphy Hall
(310) 825-1025 • uclafellowship@grad.ucla.edu • gdsupport@grad.ucla.edu

Fellowships and Financial Services administers fellowship applications, award processing and other financial processes and transactions. **Fellowships Services**

Contact for questions regarding:

- University and Extramural Fellowships
- Graduate and Postdoctoral Educational Support (GRAPES) Database
- Fellowship Directories
- Assistance finding funding opportunities: Graduate Peer Mentors for Extramural Fellowships ([https://grad.ucla.edu/funding/financial-aid/graduate-peer-mentors-for-extramural-fellowships/](https://grad.ucla.edu/funding/financial-aid/graduate-peer-mentors-for-extramural-fellowships/))

**Financial Services**

Contact for questions regarding:

- Academic Apprentice Personnel Requirements and Fee Remissions
- Graduate Work-Study Program: [www.grad.ucla.edu/gss/library/gwspintro.htm](http://www.grad.ucla.edu/gss/library/gwspintro.htm)
- Fellowship Contracts (Offer of Graduate Student Support)
- Fellowship Payments
- Tuition, Nonresident Supplemental Tuition, and Stipends
- TA Advance Loans
- TA/GSR Fee Deferral

**Useful Fellowships Services Links**

- Graduate Division: [http://grad.ucla.edu](http://grad.ucla.edu)
- Graduate Student Financial Support for Students: [www.grad.ucla.edu/asis/stusup/contspprt.pdf](http://www.grad.ucla.edu/asis/stusup/contspprt.pdf)
- Graduate Work-Study Program: [www.grad.ucla.edu/gss/library/gwspintro.htm](http://www.grad.ucla.edu/gss/library/gwspintro.htm)
- GRAPES: [https://grad.ucla.edu/funding/](https://grad.ucla.edu/funding/)
- Registrar's Office: [www.registrar.ucla.edu/](http://www.registrar.ucla.edu/)
- MyUCLA: [http://my.ucla.edu](http://my.ucla.edu)
- Bruin Direct: [https://grad.ucla.edu/gss/library/bdintro.htm](https://grad.ucla.edu/gss/library/bdintro.htm)

**Useful Financial Services Links**

- Graduate Division: [http://grad.ucla.edu](http://grad.ucla.edu)
- Academic Apprentice Personnel Manual: [www.grad.ucla.edu/gss/appm/appmintro.htm](http://www.grad.ucla.edu/gss/appm/appmintro.htm)
- Childbirth Accommodation Funding: [www.grad.ucla.edu/gss/childbirth/index.html](http://www.grad.ucla.edu/gss/childbirth/index.html)
- Childcare Reimbursement Program: [www.grad.ucla.edu/gss/childcare/index.html](http://www.grad.ucla.edu/gss/childcare/index.html)
- Registrar's Office: [www.registrar.ucla.edu/](http://www.registrar.ucla.edu/)
- TA Marketplace: [https://grad.ucla.edu/funding/working-at-ucla/teaching-assistantship-positions/](https://grad.ucla.edu/funding/working-at-ucla/teaching-assistantship-positions/)
- Tax Information & Forms for Award Recipients: [www.grad.ucla.edu/gss/library/taxintro.htm](http://www.grad.ucla.edu/gss/library/taxintro.htm)
- Test of Oral Proficiency: [www.oid.ucla.edu/training/top/](http://www.oid.ucla.edu/training/top/)
- MyUCLA: [http://my.ucla.edu](http://my.ucla.edu)
- Employment Resources: [www.grad.ucla.edu/asis/stusup/employment.htm](http://www.grad.ucla.edu/asis/stusup/employment.htm)
The Case Manager for Graduate Students and Postdoctoral Scholars provides support to individuals that are experiencing significant personal barriers to their academic success, dealing a crisis, and/or need help navigating multiple campus processes. Case Managers work in collaboration with various departments to provide support to students in distress and coordinate communication around reports of concern from students, staff and faculty.

Students can request case manager support for:

- Support with navigating a crisis (academic, financial, health, interpersonal, etc.)
- Referrals to campus and community resources
- Facilitating communication/referrals with multiple campus entities
- Consultation regarding individuals who are in distress, disruptive to the campus community, and/or exhibiting concerning behaviors.

To request support from a case manager you can e-mail: CRTeam@ucla.edu

**Campus Support**

- Campus Assault Resource and Education (CARE): [https://www.counseling.ucla.edu/care-program](https://www.counseling.ucla.edu/care-program)
- Consultation and Response Team: [https://www.studentincrisis.ucla.edu/](https://www.studentincrisis.ucla.edu/)
- Center for Accessible Education (CAE): [https://www.cae.ucla.edu](https://www.cae.ucla.edu)
- Counseling and Psychological Services (CAPS): [https://www.counseling.ucla.edu/](https://www.counseling.ucla.edu/)
- Economic Crisis Response Team (ECRT): [https://www.studentincrisis.ucla.edu/Economic-Crisis-Response](https://www.studentincrisis.ucla.edu/Economic-Crisis-Response)
- Financial Wellness Program: [https://www.financialwellness.ucla.edu/](https://www.financialwellness.ucla.edu/)

**University Grievance and Reporting Options**

- ADA/504 Office: [https://www.ada.ucla.edu/](https://www.ada.ucla.edu/)
- Discrimination Prevention Office: [https://equity.ucla.edu/report-an-incident/](https://equity.ucla.edu/report-an-incident/)
- Office of Student Conduct: [https://www.deanofstudents.ucla.edu/student-conduct](https://www.deanofstudents.ucla.edu/student-conduct)
- Title IX Office: [https://www.sexualharassment.ucla.edu/](https://www.sexualharassment.ucla.edu/)
- UCPD: [https://police.ucla.edu/](https://police.ucla.edu/)