



**UCLA**

School of  
**Theater, Film & Television**



**WELCOME!**

**TFT Graduate Students  
Incoming Class, Fall 2023**

# You Are Here!

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- Most FTV faculty and classrooms are located in Melnitz Hall.
- All administrative and department offices are in EAST Melnitz Hall.
  - 1st Floor - Student Services, Business Office
  - 2<sup>nd</sup> Floor - TFT Dean's Office, Film & TV Department, Marketing, Development
  - 3<sup>rd</sup> Floor - Theater Department, Professional Programs
- UCLA School of Theater Film & Television
  - 102 East Melnitz Hall, Box 951622
  - Los Angeles, CA 90095-1622
  - **DO NOT receive personal mail or packages at this address. This is a violation of UCLA Mail Services policy.**

# Who We Are – Film & TV: Cinema Media Studies

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- **Amy Villajero**– Department of FTVDM Chair
  - **Tiger Bela**– Executive Assistant to the Chair
- **Kriss Ravetto**– Graduate Vice Chair – Cinema Media Studies
  - **Brian Brown**– CMS Program Manager
    - See Brian for program related questions/issues (funding, exams, progress review etc.)
- **Allison Taka (me!)** – FTV Academic Advisor
  - See me for academic related questions issues (progress towards degree, Division of Graduate Education forms, campus resources)
- **Karl Holmes** – Management Services Officer

# TFT Student Services

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The TFT Student Services Office is located in  
**103 East Melnitz Hall.**

- Office hours are:
  - Monday to Friday - 9:00am to 6:00pm
- Closed on weekends and academic/administrative holidays.
- Contact the front desk for general questions (310) 206-8441.

## **Meetings with Allison**

- (Preferred!) Email: [ataka@tft.ucla.edu](mailto:ataka@tft.ucla.edu) or through MyUCLA appointment scheduler
  - Can meet over Zoom Monday-Friday, or in-person Monday-Wednesday
- Must make an appointment ahead of time!



# Faculty Advising

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- Provide mentorship and guidance through curriculum and instruction.
- Advising on coursework & enrollment.
  - Selection of electives and other coursework should be done on your own or with the guidance of your faculty advisor.
- Advising on MA Capstone project or Doctoral research & dissertations.
- Evaluate coursework and program performance.



# Standard of Coursework

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- To be in good standing, a 'B' (3.0) grade point average is required in all courses taken in graduate status at the University.
- Courses in which you receive a "C" grade will not be applied to your degree requirements.
- Lower Division (1-99) coursework does not apply toward degree requirements or GPA.
- A limited number of upper division courses (100-199) and 500-level courses may apply toward the MA/PhD degree.
- Departmental Probation – failure to meet program standards.
- Academic Probation – Failure to maintain university (Division of Graduate Education) standards.

# Enrollment

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## What do I enroll in?

- MA and PhD Students, follow the program outline you received from Brian Brown (Degree at a Glance).
  - Refer to your faculty for guidance on selection of elective seminars and research coursework.
- CMS Students complete and submit a **Progress to Degree Form** each quarter until all required courses are complete
  - This requires review and approval (signature) of your faculty advisor.
    - PhD's who have Advanced to Candidacy do not need to submit this form.
    - Must be completed and submitted in order to earn your degree (MA and PhD)!!!

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

## Cinema and Media Studies Master of Arts Progress-to-Degree Form

Three Required Core Courses:	Courses	Quarter Taken
1. 210 Viewing and Reading Media	1. FILM TV 210	_____
2. 211 Historiography	2. FILM TV 211	_____
3. 213 Capstone Seminar	3. FILM TV 213	_____
4. 215 Text & Context in an Intermedia Age	4. FILM TV 215	_____

Five Required Graduate Elective Seminar Courses:	Courses	Quarter Taken
Courses may be selected from the following list (when available):		
201A Media Industries and Cultures of Production	5. _____	_____
201B Media Industries and Cultures of Production: Transmedia	6. _____	_____
202 Media Audiences and Cultures of Consumption	7. _____	_____
203 Film and Other Arts	8. _____	_____
204 Visual Analysis	9. _____	_____
205 Videographic Scholarship	_____	_____
206A European Film History	_____	_____
206B Selected Topics in American Film History	_____	_____
206C American Film History	_____	_____
206D Silent Film	_____	_____
207 Experimental Film	_____	_____
208B Classical Film Theory	_____	_____
208C Contemporary Film Theory	_____	_____
209A Documentary Film	_____	_____
209B Fictional Film (when offered through CMS)	_____	_____
209D Animated Film (when offered through CMS)	_____	_____
217A Television History	_____	_____
217B Selected Topics in Television History	_____	_____
218 Culture, Media and Society	_____	_____
219 Film and Society	_____	_____
220 Television and Society	_____	_____
221 Film Authors	_____	_____
222 Film Genres	_____	_____
223 Visual Perception	_____	_____
224 Computer Applications for Film Study	_____	_____
225 Videogame Theory	_____	_____
246 Issues in Electronic Culture	_____	_____
270 Film Criticism	_____	_____
271 Television Criticism	_____	_____
276 Nonwestern Film	_____	_____
277 Narrative Studies	_____	_____
298A Special Topics (when offered through CMS)	_____	_____
596A Directed Individual Study: Research	_____	_____

### \*Non-CMS Electives for Approval

Please list any non-CMS elective seminars from above for faculty approval (signature required). You may apply up to two non-CMS courses towards degree requirements.

Courses \_\_\_\_\_ Faculty Signature \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Courses not on this list should be petitioned with your faculty advisor and confirmed with their approval on this form\*.

A maximum of two courses may be taken outside of CMS.

Recommended Courses:	Courses	Quarter Taken
212 CMS Colloquium <i>Students are encouraged to enroll or attend Colloquium during all quarters to participate in screenings, research presentations and discussions. (May be repeated for credit.)</i>	_____	_____
495A TA Training <i>Students are encouraged to enroll in the TA Training course. Students who have been awarded a Teaching Assistant position or who wish to apply, must have completed or be currently enrolled in 495A to accept a TA position (offered once annually in Fall).</i>	_____	_____
498 Professional Internship <i>Students are encouraged to seek internships as part of their professional development. This course is recommended but not required.</i>	_____	_____



# Enrollment

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## **Permission To Enroll (PTE) Numbers**

Some courses may be restricted to specific students, enrollment passes, or simply by instructor consent.

- Contact the instructor for a PTE# that you use on MYUCLA to enroll.

## **Teaching – FILM 495A**

- 495A – All TA's are required to take this course in order to be able to TA (Enroll in Section 2!).

# Enrollment

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## Quarterly Unit Maximum

- Students can enroll in up to 22 units per quarter.
- If you need to enroll in over 22 units, you must petition first through the Department.
  - You must have earned at least a 3.0 GPA in the previous quarter and have a 3.0 GPA overall in order to be eligible to go over 22 units.
  - Request a unit increase petition from your academic advisor (me!).
  - Please submit petitions for unit overages no later than **Friday of Week 1 (although earlier is always better!)**. Petitions can be submitted in advance of quarter grades being posted.
- If the Department approves, a petition will be sent to the Division of Graduate Education for final review and approval.



# PhD Language Requirement (CMS)

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In order to advance to candidacy, PhD students must complete the language requirement.

1. Completing a **level 3** course or the equivalent with a minimum grade of C, in any foreign language at UCLA,
2. Passing a UCLA language examination given by a faculty member in any UCLA foreign language department, or
3. Passing a Departmental Language Examination given by a member of the department's Graduate Foreign Language Committee. Level 6 placement satisfies Language Requirement.

Must be completed the quarter BEFORE you advance to candidacy.

Language coursework taken prior to entering the program cannot be used towards this requirement.



# MA to PhD application

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- MA students can apply for admission into the PhD program in the fall quarter (for admission the following year).
  - This means if you want to potentially begin the PhD program next fall, you have to apply this fall quarter.
  - The faculty recommend students apply after two years in the program.
- Current students apply via an internal application.
  - If you are interested in applying this year, please follow the instructions which will be sent in an email by Allison.

# ENROLL ON TIME

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- As early as possible!!!
- **Required** “full time” enrollment is a minimum of 8 units.
  - A minimum of 12 units is required if you are receiving a Division of Graduate Education fellowship and/or are a TA.
- You can enroll until Friday of Week 2 without a fee.
- Any additional changes to your enrollment must happen no later than Friday of Week 10 or you must gather signatures and letters to petition ANY change with the Division of Graduate Education, who might deny your petition.

Enrollment affects your financial aid (loans), your department awards, your TA-ship eligibility, your ability to advance to candidacy and complete your degree.

# ENROLL ON TIME

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## **Pay attention to the Registrar's Term Calendar**

<https://www.registrar.ucla.edu/Term-Calendar>

- Enrollment in a minimum of 4 units required for loan check disbursement.
- TA Remissions will not cover your fees in time if you are not enrolled in 12 units at the time you are hired.

## **Clear any holds prior to enrollment period**

- Any HOLDS on your record can have the potential to prevent you from enrolling.
  - Could lend to a possible delay in funding or loan disbursement, enrollment being dropped, and late fees being assessed.



# Non-Resident Supplemental Tuition (NRST)

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Non-California residents and international students must pay NRST.

Non-California residents can start the process to declare California residency, which will waive the NRST for the remaining duration of your program. See the Residence Deputy in the Registrar's Office (Murphy Hall) as soon as you begin at UCLA to start the year-long process.

- Email: [residence deputy@registrar.ucla.edu](mailto:residence deputy@registrar.ucla.edu)

Non-resident PhD candidates (including international students) who have advanced to candidacy are eligible for a 100% reduction of NRST. Limited to nine consecutive terms, after which NRST is reinstated.

# Who to Contact About Funding

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## **Financial Aid (Loans)**

- Financial Aid Office, A-129J Murphy Hall or Message Center

## **Fellowship Funds (Division of Graduate Education)**

- Division of Graduate Education Fellowships & Financial Services 1228 Murphy Hall

## **Other Department funds**

- Allocations: Brian Brown
- Disbursement: Your Student Services advisor (me!) (CC Brian Brown)

## **TFT Scholarships**

- Your Student Services awards coordinator (me!)

## **CMS funding (stipend quarters/TA quarters)**

- Brian Brown

## **Set up direct deposit** (Bruin Direct) via MyUCLA

- Funds will be distributed to your BruinBill, which will pay your fee balance, then direct deposit what's left to your bank account.
- Otherwise, paper checks will be issued to you by mail.





# TA Appointments

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- TA appointments are awards and come with fee remissions & salaried to help supplement student funding.
- TA-ships are teaching opportunities, via mentorship provided by the faculty instructors.
- TA appointments are governed by the Graduate Division and eligibility is contingent upon specific eligibility guidelines (minimum 3.0 GPA and full-time enrollment of 12 units).
- TA appointments are not transferable and are issued by the department chair in consultation with the area faculty.
- Other TA opportunities may be available in other departments (depending on your academic background in relation to the department/subject).

# TA Appointments (cont.)

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## **The Appointment Process**

After the department informs you of your TA-ship, the Academic Personnel Office will contact you for a hiring session in advance of the appointment start date.

Contact Noell Billings [nbillings@tft.ucla.edu](mailto:nbillings@tft.ucla.edu)

- **Complete hiring paperwork as soon as possible.**
- You must enroll in 12 units.
- Your appointment must be entered into the Payroll system (via UCPath).
- The Academic Personnel Office submits a fee remissions request to the DGE.
- DGE will process in about 7-10 business days.
- ***Do not wait or postpone.***

**LET US KNOW ASAP IF YOU ACCEPT A TA-SHIP IN ANOTHER DEPARTMENT**

# TA Appointments (cont.)

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## **Fee Deferral**

If you are late in completing the hire process and in danger of not paying your fees in time because remissions will not post by the deadline, you can request a fee deferral (**in writing**) from the TFT Academic Personnel Office (contact Noell Billings).

## **TA Advance Loans**

If you have completed the appointment process, you may be able to request an advance on your TA salary (interest free) which are repaid via payroll deductions from your TA salary.

- Advance Loan Authorization forms are due two weeks prior to the end of the previous term
- One half of the loan will be deducted from the second paycheck, and the other half from the third paycheck.
- You cannot submit an Advance Loan Authorization form before your appointment has been entered into the Payroll system (UCPath) and you have enrolled in 12 units.

# Continuous Enrollment

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All Graduate Students must be enrolled full-time each consecutive term (quarter) until degree is conferred.

## **Exceptions:**

- **Leave of Absence**
  - 3 quarters TOTAL at UCLA (can be broken up).
  - Can only follow a registered quarter.
- **In-Absentia Registration**
  - For research/work outside California only.
  - Pay only health insurance and 15% of registration fees (Campus fees, NRST & Professional Fees still apply).
- **Filing Fee**
  - Only for students completing degrees in a quarter subsequent to completion of coursework as a registered student.
  - Must submit around 9<sup>th</sup> week in the quarter prior to intended quarter.
  - Can use only once. Must reapply to UCLA if status lapses.
- **Withdrawal/Declaring Non-attendance**
  - Only if you're not returning to UCLA.
  - Must re-apply to return.
  - Declare before fees are paid.

**Refer to Student Services Advisor before deciding on ANY of the above exceptions**

# Title IX Training

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- Must complete Title IX Training every year.
  - One module for new students, one for continuing students.
  - If you are a new PhD student continuing from the MA program, you will be assigned the new student training.
- The notification and information will be sent to your UCLA email account.
- Failure to complete training will result in a hold that will not be removed until the training is complete.
  - The hold will not be removed instantaneously upon completion, so be sure to complete the training in a timely manner!



# Student Rights & Protections

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- UCLA Graduate Student Academic Rights & Responsibilities
  - <https://grad.ucla.edu/asis/library/academicrights.pdf>
- UCLA Student Conduct Code
  - <https://www.deanofstudents.ucla.edu/Student-Conduct>
- Center for Accessible Education
  - <https://www.cae.ucla.edu/>
- UCLA Title IX Office
  - <https://www.sexualharassment.ucla.edu/>
- Discrimination Prevention Office
  - <https://equity.ucla.edu/about-us/our-teams/discrimination-prevention/>

# Safety

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- **UC Police Department Dispatch**
  - **(310) 825-1491**
- **Bruin Alert** – Dedicated UCLA community safety network for emergency notifications
  - For more info - <https://www.oem.ucla.edu/bruinaalert>

# Wellness

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- Counseling – CAPS
  - <https://www.counseling.ucla.edu/>
- Classes, training, self directed resources
  - RISE - <https://www.counseling.ucla.edu/rise-program>
- Resource Centers
  - Bruin Resource Center
    - <https://www.brc.ucla.edu/>
  - LGBTQ Campus Resource Center
    - <https://lgbtq.ucla.edu/>
  - First to Go
    - <https://firsttogo.ucla.edu/>



