



UCLA

School of
Theater, Film & Television



WELCOME!

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

You Are Here!

- The Theater faculty and classrooms are located in Macgowan Hall.
- The Film & TV faculty and classrooms are located in Melnitz Hall.
- All administrative and department offices are in EAST Melnitz Hall.
 - 1st Floor - Student Services, Business Office, HR/APO
 - 2nd Floor - TFT Dean's Office, Film & TV Department, Marketing, Development
 - 3rd Floor - Theater Department, Professional Programs, Copley Center
- 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. To do so is a violation of UCLA Mail Services policy.**

TFT Student Services

The TFT Student Services Office is located in

103 East Melnitz Hall.

Graduate MFA Academic Advisor,

Laura Campbell



Lcampbell@tft.ucla.edu

- Office hours are:
 - Monday to Friday - 9:00am to 6:00pm
 - Laura's Remote Days: Mondays & Wednesdays
- Closed on weekends and academic/administrative holidays.
- Contact the front desk for general questions (310) 206-8441, but, prefer specific questions to email me. Typical response time within 24-48 hours (not including weekends).
- In person or Zoom appointment requests email Laura.



What TFT Student Services Does

- **Academic Advising**

- Progress-To-Degree enrollment review
- Advancement to Candidacy and degree audits

- **Petitions and Forms**

- Graduate Petitions
- Individual Study Enrollment (596-599)
- Leave Of Absence (or related issues/inquiries)
- Degree paperwork

- **Counseling regarding**

- Registration
- Graduate Division Standards & Procedures
- General financial aid questions
- Liaison to other campus resources



Who We Are – Student Services

- **Anna Guzman**– Director of Student Services

Theater Counselors

- **Catherine Hernandez-Shibata** (Undergraduate)
- **Barrett Korerat** (Graduate)

Film & Television Counselors

- **Laura Campbell** (Graduate MFA)
- **Allison Taka** (Graduate MA & PhD, Undergraduate)

- **Amanda Kibiloski** – Director of Admissions
- **Natalie Xavier** – Main Office Administrator & Admissions
- **Miebaka Yohannes** – Front Desk Administrator

Who We Are – FTVDM Department Roster Faculty/MFA Area Heads

- **Amy Villarejo**– Chair of the Department

Film MFA Area Head/Program Manager

- **PROD/DIR-Documentary**
 - Area Head: Kristy Guevara-Flanagan
 - Program Manager: Sylvia Terry
- **PROD/DIR-Cinematography**
 - Area Head: William “Bill” McDonald
 - Program Manager: Sylvia Terry
- **PROD/DIR-Narrative**
 - Vice Chair: Fabian Wagmister
 - Program Manager: Sylvia Terry

Animation

- Area Head: Chuck Sheetz
- Program Manager: Andrea Davis

Producers Program

- Area Head: Barbara Boyle
- Program Manager: Lisa Reeve

Screenwriting

- Area Head: Phyllis Nagy
- Program Manager: Andrea Davis

Who You Are

- FTVDM (Professional Program)(MFA)
 - Animation (13 incoming, 18 continuing)
 - PROD/DIR-Cinematography (6 incoming, 7 continuing)
 - PROD/DIR-Documentary (4 incoming, 5 continuing)
 - PROD/DIR-Narrative (15 incoming, 34 continuing)
 - Producers Program (15 incoming, 14 continuing)
 - Screenwriting (21 incoming, 25 continuing)

177 MFA students total (74 incoming, 103 continuing)



Student Services Counseling

- Administer University and Graduate Division Policy.
- Administer paperwork and petitions to the Graduate Division and Registrar's Office.
- Audit your coursework to ensure degree requirements are met per your Program Area requirements.
- Process degree paperwork.
- Enrollment administration.
- Process and review information regarding departmental funding, Graduate Division funding, and TA remissions.
- General counseling towards other resources (financial aid and other counseling services on campus – CAPS, Ashe Center, LGBT Resource Center, Graduate Resource Center, etc.).



Faculty Advising

- Provide mentorship and guidance through curriculum and instruction.
- Provide students with meaningful opportunities for professional training (MFA).
- Advising on coursework & enrollment.
- Advising on MFA Capstone projects.
- Evaluate coursework and program performance.
- Confer degrees.



Course Advising

- Your Student Services advisor does not prescribe coursework, this is for your faculty to advise you on.
- Your Student Services advisor can review the required core coursework and review your progress (units and required courses) towards degree completion.
- Selection of electives and other coursework should be done on your own or with the guidance of your faculty advisor.

When In Doubt...

- If there is a question of what to do or how to proceed, ask your faculty advisor or your Student Services counselor. Either may direct you elsewhere, but all paths will lead to a source.
- Everyone's circumstances are different, so do not rely on advising from your fellow classmates (but thank them kindly) or indirectly defer to any advising they may have received.
- No matter what situation arises, be sure to get approval from your faculty advisor before taking time away from your course/production/rehearsal commitments.
 - Your Area Head is your faculty advisor
 - If your instructor is not the same person as your faculty advisor, you must also confer with your faculty advisor.
 - If your faculty advisor is not reachable, contact the department program manager.



UCLA Course Numbering System

1-99*	(Undergraduate) Lower Division
100-199	(Undergraduate) Upper Division
200-299	Graduate Seminar
400-499	Professional Series
596-598	Graduate Individual Studies

Graduate Students are able to enroll in Upper Division coursework, but refer to the Program Requirements for your specific area, for the maximum amount that will apply towards your degree (for MFA students, usually 10-12 units). Unless prescribed by their faculty, students must obtain approval from their faculty to count upper division coursework towards requirements.

*Lower Division courses cannot be used towards graduate course requirements.



Standard of Coursework

- 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 do not apply toward degree requirements or GPA.
- A limited number of upper division courses (100-199) and 500-level courses may apply toward the MFA degree - refer to your specific area program requirements.
- Departmental Probation – failure to meet program standards.
- Academic Probation – Failure to maintain university (Graduate Division) standards.

Enrollment

○ **Schedule of Classes**

<https://sa.ucla.edu/ro/public/soc> (Or, find it on MyUCLA)

Review what classes are available for the current term.

The Schedule of Classes is updated quarterly and only lists courses scheduled for each term.

- Time, Date, Location of Courses
- 9-digit Course Enrollment Number and Section
- Instructor (use with UCLA Directory webpage)
- Course Overview (including units, prerequisites, and restrictions)
- Billing and Enrollment Deadline/Fee information

Refer to the **UCLA General Catalog** for a complete listing of Film+TV (FTV) courses and degree requirements.

Enrollment

- **MyUCLA** – Enroll and manage your study list

<http://my.ucla.edu>

- Enrollment:
 - Add/drop courses, change units, grade basis, etc.
 - Review Study List
- Academic:
 - View grades & GPA
 - declare non-attendance
- Financial:
 - Review billing - charges, fines
 - View EFAN info and fellowship disbursements & notices
 - Set up BruinDirect (direct deposit)
 - Review tax information
- Personal information:
 - Change/update contact information
 - Set privacy preferences



Enrollment

What do I enroll in?

MFA Students, follow the program outline (Curriculum Checklist or designated Program Handbooks) per your area.

- Your Area Head or Program Manager will provide guidance on enrollment and may inform you of your study list prior to the start of the quarter.

Enrollment

Permission To Enroll (PTE) Numbers

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

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

“Independent Study”

NO PTE NUMBERS – Instead, requires a 596 Petition that must be signed by the instructor of the course, indicate how many variable units, and grading option and submitted to your Student Services Advisor (me), who will enroll you in the course.

Enrollment (continued)

MFA Internships:

<https://www.tft.ucla.edu/internships/ftvdm-internships-student-info/>

If applicable to your area of study. You must secure your own internship, in the FTVDM Department, visit internship website for more information, and enroll in the 498 course that will provide you course/unit credit.

Students must only enroll in 498 in the quarter in which the internship takes place.

- Summer internships will require registration and enrollment in summer sessions



Course Requirements

- **MFA requirements are area specific**
 - Core and Background Courses
 - Projects/Production
 - Internships
 - Refer to Program Requirements and Program Managers or Student Service Advisor (me).

Laura's favorite academic advising core value is **RESPECT** by understanding and appreciating students' views and cultures, maintaining a student-centered approach and mindset, and treating students with sensitivity and fairness.

What To Complete

MFA requirements are area specific

- Core and Background Courses
- Projects/Production
- Internships
- Capstone (aka “thesis”)

Refer to **Program Requirements** and faculty advisors.



<https://grad.ucla.edu/programs/school-of-theater-film-and-television/film-television-digital-media-department/film-and-television/>

Courses

<https://www.registrar.ucla.edu/Academics/Course-Descriptions>

UCLA Registrar's Office

Forms Archives Search this site...

REGISTRATION & CLASSES ▾ FEES & RESIDENCE ▾ **ACADEMICS** ▾ STUDENT RECORDS ▾ CALENDARS ▾ FACULTY & STAFF ▾

Home / Academics / Course Descriptions

COURSE DESCRIPTIONS

Official, approved undergraduate and graduate course descriptions are updated daily.

Course descriptions are approved by the Academic Senate and made available by the Registrar's Office. To browse courses by subject area, click on the subject area link, enter keyword(s) in the field and click the search button.

For more information on the organization of courses, visit the [course numbering and description guide](#).

To find past course descriptions, see the [UCLA General Catalog](#) archive.

- Overview
- General Catalog
- Course Descriptions**
- Diversity Requirement
- Foreign Language Requirement
- GE Requirement
- Writing II Requirement
- Departments, Programs, and Freestanding Minors
- Academic Counseling

DIVERSITY REQUIREMENT

FOREIGN LANGUAGE REQUIREMENT

GE REQUIREMENT

ENROLL ON TIME

- As early as possible.
- “Full time” enrollment is a minimum of 12 units (to maintain eligibility for fellowships & appointment).
- You can enroll until Friday of Week 2 without a fee.
- You **must** finalize your full-time enrollment no later than Friday of Week 3.
- 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 Graduate Division, who can always deny your petition. Please see Student Services Advisor (me).

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

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.

Understanding Your Fees

Registration Fees

To “register” means to pay your fees for the fall.

Registration Fees include the following:

- ***UC SHIP*** – ALL students must have insurance. Students can waive UC SHIP coverage (which will reduce the Registration Fee) if they have proof of their own insurance. International students usually cannot waive UC SHIP.
- ***Student Services Fee***
- ***Ackerman Student Union Fee***
- ***Ackerman-Kerckhoff Seismic Fee***
- ***Graduate Students Association Fee***
- ***Graduate Writing Center Fee***
- ***SPARC Fee***
- ***Wooden Center Fee***
- ***BruinGO Universal Access Transit Pass Fee***

FYI - When awards/fellowships are allocated to pay towards Registration Fees, they are generally paid as grants paying toward the lump sum of these itemizations.

Understanding Your Fees

Professional Fees (MFA's only)

Professional Fees at TFT are exclusive to the MFA programs. Fees go towards TFT operations, facilities, equipment, faculty and student support, etc.

Laura's favorite drink in the entire world is *Taro Milk Tea Boba*.

Non-Resident Supplemental Tuition (NRST)

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**

An Overview of How Funding Works

Maximum Limit of Merit-Based Support

Dictates a maximum amount of funding you are allowed to receive each academic year (funds applied as merit or towards fee payment excluded).

- <https://grad.ucla.edu/funding/financial-aid/maximum-limit-of-merit-based-support/>

Financial Aid Budget (for those receiving loans or federal work-study funding)

“Financial Aid” refers to all forms of federal loans.

- Generally determined by your FAFSA (which you must submit every year).
- Incorporates all sources of federal aid you receive and any awards you receive through the university

Financial Aid Notification (eFAN)

All funding you receive will be reported on your eFAN. Multiple changes and revisions to your funding may generate a new updated eFAN each time.

Fiscal Calendar

The funding cycle ends in June. This means all funds received in the summer (from July on) will count towards the following academic year’s budget.

Funding Sources

TFT Student Scholarship Awards (formerly, “Donor Awards”)

- Internal to TFT – Annual awards for all years, areas.

Graduate Division & Departmental Funding

- Fellowship funds serviced by Graduate Division.
- Departmental funds provided from department accounts

TA Appointments

- Your home department issues all TA appointments.
 - Fee Remissions are administered by Graduate Division
 - TA Salary provided by the department
- Departments outside TFT may have TA appointments available – per your experience in that field.

Graduate Division & Departmental Funding

Unrestricted Awards (Departmental Fellowship Funds, aka “Block” funds)

- Registrations Fees, Non-Resident Tuition, Stipends
- Issued at the start of the year

Graduate Division Fellowships

- Graduate Opportunity Fellowship (GOF)

TA Remissions & Salary

- Remissions cover ~97% of registration fees (non-resident tuition & professional fees **excluded**).
- Salary is scaled for 25% and 50% appointments. Paid monthly, beginning after first month of appointment.

Departmental Awards

- Merit/Need based – issued at the chair’s discretion
- Issued as stipends or to cover fees



Activating your Funding

Financial Aid (Loans)

Graduate Students must enroll in at least 4 units before the published Financial Aid disbursement date (per the Registrar's calendar).

Fellowship Funds (Graduate Division)

Graduate Division requires you to sign and return an "Offer of Graduate Student Support" letter to activate your funding.

Other Department funds

Do not require you to officially accept funds to activate them

TFT Scholarships

Student Services will contact you with procedures to accept any awards you might receive. Paperwork includes a contract, and may require you to submit a Budget Increase Request to the Financial Aid Office before you can receive the funds. Other requirements may include a "thank you" letter to the donor and a follow-up report.

Educational Expenses Only

Your funding only pays towards your fees and educational expenses only and is not applied to UCLA Housing (which is a separate bill)

Who to Contact About Funding

Financial Aid (Loans):

<https://financialaid.ucla.edu/contact-us>

- Financial Aid Office, A-129J Murphy Hall

Fellowship Funds (Graduate Division) askgrad@grad.ucla.edu

Graduate Division Fellowships & Financial Services 1228 Murphy Hall

Other Department funds

- Your Student Services Advisor (me)

TFT Scholarships

- Your Student Services Awards Coordinator, Anna Guzman Email: AGuzman@tft.ucla.edu

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

- 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).
- Must contact your Program Manager for TA eligibility or interest.

TA Appointments (cont.)

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.

See Noell Billings in the TFT Academic Personnel Office (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 Graduate Division.
- Graduate Division will process in about 7-10 business days.
- ***Do not wait or postpone.***

“Percent of Appointment” defines your workload and compensation.

25% TA-ships = 10 hours a week, 50% TA-ships = 20 hours a week.

Remissions are the same for both, but salaries are proportional.

TA Appointments (cont.)

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). There is a quarterly deadline (inquire with Noell about these dates).

You may contact Noell Billings at NBillings@tft.ucla.edu for more information.

Continuous Enrollment

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.
- Filing Fee online application and deadlines: <https://grad.ucla.edu/academics/graduate-study/filing-fee-application/>
- 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!

Web Resources

- School of TFT home page
 - <http://www.TFT.ucla.edu>
- School of TFT intranet
 - <http://intranet.tft.ucla.edu/>
- UCLA
 - <http://www.ucla.edu>
- Division of Graduate Education (DGE)
 - <http://www.grad.ucla.edu>
- Registrar
 - <http://www.registrar.ucla.edu>
- Financial Aid Office
 - <https://financialaid.ucla.edu/>

Safety

- **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/bruinalert>
- **Bruins Safe App**
- **Safety Apps** – Life360, Sister, etc.



Student Rights & Protections

- 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://adminvc.ucla.edu/equity/reporting/DPO>

Student Community Resources

- UCLA Dashew Center for International Students and Scholars - <https://internationalcenter.ucla.edu/>
- Black Bruin Resource Center - <https://blackbruinresourcecenter.ucla.edu/>
- UCLA LGBTQ Resource Center - <https://lgbtq.ucla.edu/>
- UCLA Veteran Resource Center - <https://veterans.ucla.edu/about/veterans-resource-office>
- Bruin Resource Center - <https://brc.ucla.edu/>
 - Resources for undocumented students, students with dependents, system-impacted students, students in recovery, and more.
- UCLA Community Programs Office - <https://cpo.ucla.edu/>
 - Student-initiated programming that impacts access, diversity, tutoring, mentorship, health awareness, food insecurity (food closet), and more.
- Student Organizations - <https://community.ucla.edu/discover>

Wellness

- Ashe Center for Student Health
 - <https://www.studenthealth.ucla.edu/>
- Counseling – CAPS
 - <https://www.counseling.ucla.edu/>
- Classes, training, self directed resources
 - RISE - <https://risecenter.ucla.edu/>
- Student Activities Center
 - <https://recreation.ucla.edu/facilities/student-activities-center>

COVID-19 Safety

<https://ucla.app.box.com/s/ewwio4r7jgbaiwzx4wtit7z1rs9b1a2n>

- Faculty, staff, and student vaccination policies (unless with an approved exception from the university): <https://covid-19.ucla.edu/get-vaccinated-and-upload-your-info/#policy>
- The daily symptom monitoring survey is no longer required.
- Indoor masking in all buildings (covering both mouth and nose) is recommended, but optional. Some health areas of the campus still require masks.
- Outdoor masking is optional.
- Post-travel quarantining is recommended.
- Surveillance Testing (PCR) is free at designated vending machines/locations (up to three free per week) - <https://covid-19.ucla.edu/covid-testing/#campus>
- All must report positive tests
 - Students: Call Ashe COVID-19 Hotline (310) 206-6217
 - Isolation information guidelines, go to: <https://ucla.app.box.com/s/ytuwjy4j3ntmvfuexfga6jxmwsu6ghd>
- **For more information, visit this website - <https://covid-19.ucla.edu/information-for-students/>**

Representatives

- TFT Graduate Student Representatives
- Graduate Students Association
 - <http://gsa.asucla.ucla.edu/>
- UC Student Workers Union; UAW Local 2865
 - <https://grad.ucla.edu/gss/ase/uawelectionform.pdf>

Final Thoughts

○ **Communicate**

We cannot help you if we don't know what's going on. So we can offer timely assistance, let us know:

- if you're in trouble and need help, guidance, or resources.
- if you have questions (about the department, policy, etc.).
- if you have concerns or frustrations (about the program, classes, awards, etc.).

○ **Respect your faculty & staff**

We are here to facilitate your education & degree, so remember

- your faculty is your professional lifeline in the program.
- your network and reputation begins here.
- the staff are administrators who uphold policy and represent the university.

○ **Respect each other**

Regardless of background, personal history, experience, morals, beliefs, politics, and faith, you are all here for the same purpose and will regularly share a common task. No one's time and/or investment in the program are any more/less significant than yours. Treat each other (and your faculty & staff) accordingly.