

STAFF CONTACTS

UCLA Department of Political Science
4289 Bunche Hall

Welcome to the Department of Political Science! To help ease the transition into the new quarter (year), the names in parenthesis are the appropriate staff to contact if you have specific questions. For any other questions, please contact Stephanie Jeffers (Manager) for direction.

Audio/Video Equipment (Barbara Wakasa) – All orders for audio visual equipment must be placed 3 working days in advance and cancellations must be given 1 day in advance. Equipment is limited so the earlier you reserve your equipment, the better. In some cases, we may have an item in house (Jason Lo holds on to these), but they are for one time use ONLY due to the limited quantity.

Benefits (UCPath) – Staff and faculty that are eligible for benefits can sign up for them directly through the UCPath site at ucpath.universityofcalifornia.edu using the UCLA logon. Because of UCPath's limitations, any questions about benefits or their cost have to be directed to the UCPath Center. Staff are not able to look up benefit selections. You can reach the UCPath Center at (855) 982-7284.

Bruincards (Christiane Allison) – ID Cards are issued in Kerckhoff 123. Be sure to take a photo ID and your University employee number, along with the Bruincard form, available online at: https://secure.bruincard.ucla.edu/BCW/BruinCard_Web/Docs/BC%20Terms%20%20Signature%2006.pdf.

Class Website (Social Science Computing) – Each class has a website that includes the class syllabus and other class tools. Social Science Computing coordinates the creation of all class websites each quarter and you will be provided access to the course website once you have been officially hired. If you have any questions about accessing your class website, please contact Caroline Kong with SSC at caroline@ssc.ucla.edu or Jason Lo.

Copy Codes (Front Desk) – Please see the student assistant at the front desk to set up your personal copy code. The department provides an allocation of 1500 copies for the year for all instructors (this does not include midterm or final exams that are copied for you by our front desk student assistant). Anything exceeding 1500 copies is charged to the faculty member, so please try to use the course website and other soft copy tools to avoid exceeding your allocation. The copy room is located in 4289 Bunche Hall. Please be sure to share your copy code with any teaching assistants that will need to make copies/print out information for you; otherwise, the copy code should only be used by the instructor.

Counseling (Kathy Escobedo/Diego Garcia/Esther Blair) – Undergraduate students can receive counseling and assistance with the major or preparation for graduation from either Kathy Escobedo or Diego Garcia. For Graduate students, Diego Garcia or Esther Blair can offer assistance.

Course Buyouts/Releases (Stephanie Jeffers) – For faculty wanting to purchase a course buyout for a course, you must first seek permission from the Executive Committee of the department. If approved, and you are using your research funds, or the funding is coming for administrative work for another unit on campus, the cost is \$9656/course. Stephanie can work to make sure the funds are transferred to the department to offset the cost of a lecturer (whether internally or through the unit offering the funds). If you are using a grant, then the rate is 12.5% of your annual salary (for example, if you make \$100,000 annually, you would need to give the department \$12,500/course). If you are utilizing course releases from another unit on campus, you must first receive authorization from the Executive Committee and if approved, let Stephanie know so that she can coordinate receipt of the money from the outside unit.

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Course Readers – Course readers can be ordered from Course Reader Material, at 1141 Westwood Blvd., Los Angeles, CA 90024, Tel: 310-443-3303/Fax: 310-443-3305

Course Scheduling (Diego Garcia) – Course scheduling for the department is handled by Diego Garcia, in consultation with the Undergraduate Vice Chair. For questions about scheduling availability, room placement, etc., Diego can assist you. More detailed concerns should be directed to the Vice Chair.

Course Syllabus – The course syllabus should outline the settings, conditions, expectations and performance criteria for students in the course. It should include whether an instructor will allow students to take make-up exams and under what conditions. It should also address the issue of giving out incomplete grades.

Email (Jason Lo) - Accounts can be set up in the department by Jason Lo in 4271 Bunche Hall.

Exam Copying (Front Desk or Barbara Wakasa) – If you need to have your midterm or final exam copied for you, please provide the Front Desk with a copy of the exam and the number of copies that are required **at least one week** in advance of the exam. As you can imagine, the Front Desk has several requests for this assistance during the middle and end of the quarter, so as much advance notice as possible will allow them to help you. You can also make copies of the exams yourself by requesting that the Front Desk put in the copy code for you (due to the high demand of their time during mid-terms and final exams, this option is very much appreciated). Exams that are copied by the Front desk for you or are copied by yourself but with the departmental code, do not count against your 1500 copy allocation.

Facilities Requests/Maintenance Issues (Belinda Sunnu/Barbara Wakasa) – For concerns about items in the department that need maintenance (e.g. a toilet is overflowing, the elevator isn't working, or the AC isn't working), or for requests for service that are charged to your research funds (having an office painted, new flooring, other requests), please contact either Belinda or Barbara. A work order needs to be completed for each request in the Facilities system.

Faculty Merits/Promotions (Evelyn Godinez) – All Academic Personnel actions for faculty are managed by Evelyn, so if you have questions about eligibility for your next step, questions about the process for your next review, or questions about how to organize content, she can assist you.

Fee Remissions (Christiane Allison/Esther Blair/Diego Garcia) – If you were hired as a TA, GSR or reader, and are eligible for fee remissions, Christiane Allison will process your fee remissions for the applicable quarter. For fellowships, Diego or Esther will process your fee remissions.

Financial Issues (Tuan Le) – As a faculty member, all of your research funds are managed by our Finance Manager, Tuan Le. For questions related to purchasing, or to set up purchase orders, please see him. In addition, he can assist you with travel reimbursements and pre-trip authorizations.

Hiring Paperwork (Christiane Allison/Evelyn Godinez) – For staff and students, Christiane is the contact for completing the necessary forms in order to set up your appointment in the department and get you hired. For faculty, Evelyn Godinez is the contact. All paperwork must be submitted and you must be officially hired in UCPATH **BEFORE** starting any work in the department.

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Keys (Front Desk or Barbara Wakasa) – If you have been given space in the department, contact the front desk for a set of keys (4289 Bunche Hall). To assure that keys are returned at the end of the quarter, we require a \$15 deposit/key. Once you return the key, the money is refunded to you.

Office Space (All: Stephanie Jeffers and Lecturers: Christiane Allison) – All lecturers share office space on the 4th floor of Bunche Hall. Graduate students apply for space each year, and are given space by the graduate office. If you are assigned a shared space, please be considerate when conducting your business in the office. Any other space concerns for faculty (switching offices or additional space needs) need to be discussed with the Chair of the department.

Parking (Belinda Sunnu) - Parking is generally available in Lot 3, but is not guaranteed. Parking can now be done online at https://flexport.ts.ucla.edu/FlexPort/cmn/auth_ext.aspx, but if there are questions about the process or the type of parking permit needed, please contact Belinda.

Paycheck Questions (Christiane Allison or Evelyn Godinez) – If you were hired by the department, but didn't receive a paycheck as expected, or there is an issue with the amount you were paid, please talk to Christiane Allison (students/staff) or Evelyn Godinez (faculty). They can check the system to see if you were paid appropriately. If you were, but were not signed up for direct deposit, then you have to contact UCPath about getting a physical check resent (after verifying that the address is correct).

Permission to Enroll Authorization Numbers – PTE numbers allow students to enroll through URSA in courses that are restricted, closed, wait-listed or have attached prerequisites. The student needs to contact the instructor or TA (for courses with discussion sections) in order to obtain a PTE number. An instructor may choose to give a PTE number to a student who needs to take the class in order to graduate or a student who cannot otherwise enroll in the course because the student does not have the required pre-requisite. A PTE allows a student into the class irrespective of the fact that the class might be closed. For instance, if the enrollment cap for a course is 50 and there are 10 students on the wait list, a student with a PTE number will get into the class. The enrollment would be increased to 51 and everyone on the wait list is pushed back one number.

TA Selection (Diego Garcia/Esther Blair) – Prior to each quarter, the Graduate Office works with the Undergraduate and Graduate Vice Chairs to formalize the process for selecting Teaching Assistants and assigning them to the appropriate faculty and classes. For information on timing, please contact Diego or Esther. For more detailed concerns about selection, please talk to the Graduate Vice Chair.

Textbooks (Barbara Wakasa) – Orders for textbooks can be placed online at <http://ucla.verbacollect.com/login>. If you do not have a login, after entering the site click on “Help! I’m new and I need access” at the bottom of the page. Once you have entered the site with your login, choose “Click here to assign yourself to a course”. From here you can select the term (**UCLA FALL 2019**), department, and course. There is also a short video tutorial on the main page to help walk you through the process. Textbook requisition changes or additions should be sent in writing, directly to the bookstore by email: ackerman@asucla.ucla.edu. The deadline to place an order for books is generally one quarter in advance. Desk copies can be ordered by Barbara Wakasa.

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Political Science Department Contact Information:

Stephanie Jeffers, Department Manager	sjeffers@polisci.ucla.edu	(310) 825-1186
Christiane Allison, Personnel Coordinator	callison@polisci.ucla.edu	(310) 825-1385
Esther Blair, Graduate Advisor	eblair@polisci.ucla.edu	(310) 825-3372
Kathy Escobedo, Undergraduate Advisor	escobedo@polisc.ucla.edu	(310) 825-3862
Front Desk	frntdesk@polisci.ucla.edu	(310) 825-4331
Diego Garcia, Undergrad/Grad Advisor	dgarcia@polisci.ucla.edu	(310) 825-1184
Evelyn Godinez, Personnel Manager	egodinez@poilsci.ucla.edu	(310) 825-2163
Tuan Le, Financial Manager	tle@polisci.ucla.edu	(310) 825-3378
Jason Lo, Computer Support	jasonlo@polisci.ucla.edu	(310) 206-3767
Belinda Sunnu, Event Coordinator	bsunnu@polisci.ucla.edu	(310) 206-7558
Barbara Wakasa, Department Coordinator	bwakasa@polisci.ucla.edu	(310) 794-5994

Other Important Contact Information:

UCLA PD: The Department is located on campus at 601 Westwood Plaza.

NON-emergency assistance: (310) 825-1491

Emergency CALL 911

Student Psychological Services: Located on campus at John Wooden West (2nd Floor)

Urgent matters or after-hours counseling by phone: (310) 825-0768.