

March 22, 2020

Dear Bruin Engineers,

There is nothing more important than your health, safety, and well-being. This might not have been the spring break you had in mind before COVID-19 burst upon the world and required us to be “safer at home,” but take some time to relax, catch up on home movies and spend time with your family as you support one another through this period of social distancing. We are writing today to provide you with our plans to support your learning during the coming spring quarter and to seek your input through a virtual town hall meeting on Thursday, March 26.

As you have seen, the impact of COVID-19 is evolving rapidly, so we want to direct you to the Samueli Engineering’s [COVID-19 Information Page](#) for updates on topics addressed in this memo. UCLA has also established [COVID-19 Resources](#) as the main web page to find specific information and resources. The UCLA web page [COVID-19: Planning for Academic Continuity](#) provides information on remote-learning tools and the Registrar’s office also provides a [COVID-19 FAQ page](#).

COVID-19 has affected all of us in unprecedented ways. Even as many of you were unexpectedly packing up and departing campus, your winter quarter final exams were being transitioned to remote delivery, and instructors had to make difficult choices about the format and duration of exams and whether they would be optional. We have heard from many of you, and know this was a stressful experience. For spring classes, instructors will be making choices about how best to implement remote instruction, assessments, and grading to accomplish our shared mission of teaching and learning while minimizing your stress, some of which is unavoidable during these challenging times.

Town Hall Meeting: To help our instructors understand the student perspective as they plan their spring classes, UCLA Samueli is organizing a virtual town hall meeting on **Thursday, March 26 at 1 p.m. via Zoom**. You can join in this town hall meeting to let us know what worked well and what fell short during the winter finals and the remote instruction that you have experienced, and let us know your ideas on how we could do better for spring quarter. We are interested in your thoughts and constructive suggestions on teaching strategies, testing and grading for remote learning in spring. To RSVP for the Town Hall go to <https://ucla.in/2U8hvBn>, login with your UCLA Logon ID, and submit the questionnaire to provide your UID and email.

Availability of Classes in Spring: As the result of hard work and innovation by our instructors, we will offer — in a remote format — the capstone design classes, lab courses, and lecture courses that Samueli students need in order to ensure degree progress, and in particular for seniors to graduate on time.

A small number of engineering classes including some Engineering 96 offerings and departmental labs have been cancelled, but we have been careful to avoid cancelling classes that are critical to your getting the degree.

Obtaining needed equipment: If you have qualifying financial need and do not have a laptop or lack sufficient wifi to access remote learning you can apply for a [Bruin Tech Fund Grant](#), which is funded for engineering students by Samueli Engineering. You can also submit a [form](#) to borrow a laptop from the library for the entire quarter, as long as supplies last.

Protecting your physical health: If you are sick or potentially infected with COVID-19, please stay home and rest. Call your doctor to see if you should self-quarantine or make arrangements to be tested. We are here for you and feel free to reach out for assistance.

Protecting your mental health: Counseling and Psychological Services ([CAPS](#)) is aware of the significant impacts COVID-19 may have on students' emotional well-being and mental health. CAPS remains fully-committed to serving students during this unprecedented time. In an effort to limit the spread of COVID-19 in our communities, CAPS has transitioned to telehealth services **only**, operating from 8:00am to 4:00pm daily. As always, 24/7 crisis support is always available by phone at 310-825-0768.

Students who would like to initiate treatment, whether you are here on campus or are away, should call CAPS during normal business hours to request a Tele-Triage Appointment. Students will be provided with a same-day Zoom or telephone triage appointment, which will provide a brief screen and mental health assessment and options for appropriate care, including a virtual intake appointment with a CAPS clinician. Many students will be able to receive care this way. If this is not the best course of treatment, you will be offered clinical coordination support to assist you with other mental health care either locally or wherever you reside, and/or in-person crisis support when needed. CAPS is suspending session limits for both NON-SHIP and SHIP students until Fall 2020.

Academic Counseling: You can contact the Office of Academic and Student Affairs (OASA) with any questions about your challenges — academic or otherwise. Our advisors are happy to help answer questions concerning your academic progress, enrollment in classes and progress towards degree completion. OASA counselors caution students that the spring quarter courses will be similar in workload to any other quarter despite the remote delivery. For the best outcome, students should enroll in their usual workload. OASA remote hours of operation will be 8 a.m.-12 p.m. and 1- 5 p.m., providing remote advising using [message center](#), [Zoom](#) and telephone. To schedule a Zoom meeting with academic counselors, students can create the appointment online through the [MyUCLA appointment system](#). If a student prefers a telephone appointment, requests with name, UID, student's available times and reason for appointment can be directed through the [appointment message center](#). Petitions will be filed online, and forms are available on our [website](#). Instructions are on the forms and students will submit both petition and supporting documents electronically via the [petitions/exceptions message center](#). Students can also leave a voicemail at (310) 825-9580, and one of our staff will call back in a timely manner to assist. For updates please visit the [Office of Academic and Student Affairs webpages](#).

Faculty Advising Meetings: Undergraduate advising will take place primarily during the second week of the quarter as usual, except that meetings will be conducted by Zoom. You will receive an email from your advisor and an announcement on MyEngineering with possible times to meet.

Commencement: If measures taken to prevent the spread of COVID 19 prevent us from holding an in-person on-campus commencement on June 13, we will hold a virtual commencement to celebrate the achievements of our graduates, especially their perseverance during their difficult final months at UCLA. In that case, we will also hold an on-campus celebration later that will bring our graduates back to their beloved alma mater with their families and friends so that we may celebrate them in person.

Distant Socializing: While we need to keep a physical distance from other people during this time, it is important to maintain our [social connections](#). For your closest friends, social media may already be keeping you connected. Take some time to think about the social connections that may require a little bit of effort. What can we do to keep our student organizations well connected and strong? Can you talk grandma through how to set up a Zoom call with you? Is there a neighbor who needs a phone call? Grocery shopping has become a long process of waiting in line. Can you help out an elderly or immune-suppressed neighbor with their shopping, while of course making sure you keep the proper distance of 6 feet from others? Take the time to keep your various communities strong and we will all reap the benefits.

Keep Calm and Carry On: COVID-19 presents a variety of challenges that few of us have previously faced. However, we have confidence that the entire UCLA Samueli Engineering Community will rise to the occasion with innovation and empathy. We hope to emerge from this experience as a stronger community dedicated to learning, research and service. We hope to see you on March 26 via Zoom!

Sincerely,



Jayathi Y. Murthy
Ronald and Valerie Sugar Dean



Richard D. Wesel
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