University of California, Los Angeles
School of Public Health

Department of Biostatistics

2011 - 2012
Graduate Student Handbook

William G. Cumberland, Ph.D.
Professor and Chair
September 2011
**Introduction**

The UCLA Division of Biostatistics was established in the beginning of 1959 in the then new School of Public Health. Among other degree programs, the division offered the Ph.D. in Biostatistics, with the first degree being awarded in 1963. The Department of Biostatistics was established in 1989 when the School of Public Health reorganized into five departments from a single school-wide departmental structure. The Department of Biostatistics was organized to carry out these goals:

1) To develop a first-rate graduate program in biostatistics filling a demonstrated need for well-trained biostatisticians.
2) To develop biostatistical research programs responsive to the scientific problems encountered in public health and biomedicine.
3) To actively collaborate with investigators at UCLA and worldwide in the solution of health problems.

The Department today is a leader in the training of biostatisticians for universities, government and industry. Its research programs are highly respected nationally and internationally. Faculty members collaborate with investigators in an extremely large number of diverse disciplines.

**Scope and Objectives**

In recent years biostatistics has become one of the most stimulating areas of applied statistics. The field encompasses the methodology and theory of statistics as applied to problems in the life and health sciences. Biostatisticians are trained in the skilled application of statistical methods to the solutions of problems encountered in public health and medicine. They collaborate with scientists in nearly every area related to health and have made major contributions to our understanding of AIDS, cancer, and immunology, as well as other areas. Further, biostatisticians spend a considerable amount of time developing and evaluating the statistical methodology used in those projects. The Department of Biostatistics offers M.S. and Ph.D. degrees in Biostatistics and, through the School of Public Health, the M.P.H. and Dr.P.H. degrees with a specialization in biostatistics. All students receive a balanced education, blending theory and practice.

**Opportunities in Biostatistics**

A degree in biostatistics prepares the student for work in a wide variety of challenging positions in government, industry, and education. Faculty members participate in collaborative research projects in areas such as cancer, AIDS, gerontology, genetics, immunology, dentistry, medical imaging, mental health, health insurance, orthopedics, and rheumatology and air pollution. Students work with faculty as research associates during their training. This practical experience often results in co-authored publications before graduation and makes the graduates highly attractive to future employers. Our graduates have found careers involving teaching, research and consulting in fields such as medicine, public health, life sciences, survey research, and computer science. The field has undergone tremendous growth in recent years and many employers now insist on biostatistical input for nearly all their research and marketing. UCLA has a superior record in training students both at the masters and doctoral levels, and our graduates have no difficulty in finding employment suited to their training and interests.
Graduate Degrees Offered

M.S. in Biostatistics
Ph.D. in Biostatistics
M.P.H. with specialization in Biostatistics
Dr. P.H. with specialization in Biostatistics

The M.S. and Ph.D. are research-oriented degrees while the M.P.H. and Dr.P.H. are professional degrees which emphasize Public Health applications.

The M.P.H. and M.S. degrees are typically two year programs, but can be completed in less time by well-prepared students. The M.P.H. emphasizes Public Health, exposing students to many important areas of health research. The M.S. gives the students a strong theoretical foundation, as well as applications, and is the best choice for any student planning to go on for a doctorate (Ph.D. or Dr.P.H.).

The Ph.D. degree program trains biostatisticians to solve problems in the health sciences and to develop biostatistical methodology. One of the major strengths of our program is its insistence on mathematical statistics (taught by the Statistics Department) coupled with hands-on experience in applied biostatistics. Graduates with a UCLA Ph.D. are exceptionally well prepared for academic careers and for industry and government careers.

Recently, a number of doctoral students have elected to enter the Dr.P.H. program which provides substantial statistical training in addition to public health knowledge. The Dr.P.H. Graduates from this program often pursue research careers, but generally as a member of a medical or health research team, rather than in a Statistics or Biostatistics Department. The mathematical requirements for this degree are not as rigorous as for the Ph.D.

Brief outlines of these degrees start on page 8. For more complete information regarding the degree requirements, please refer to the School of Public Health Announcement and the Graduate Division publication titled “Program Requirements for UCLA Graduate Degrees.”

The university web site [www.gdnet.ucla.edu](http://www.gdnet.ucla.edu) maintains information on degree requirements. The requirements that apply to you are those that are in effect this year and you will note this site has links for each entering class. If we change the requirements for graduate degrees after you begin your studies, you can opt for either the old or new requirements.
**Department Information**

Chair: William G. Cumberland, Ph.D.

Acting Chair: Thomas R. Belin, Ph.D.

Dept. Administrator: Ivonne Nelson  
Email: inelson@ph.ucla.edu  
Room #: 51-254B CHS  
Phone #: (310) 825-5370

Student Affairs: Roxy Naranjo  
Email: rlnaranjo@ph.ucla.edu  
Room #: 51-254A CHS  
Phone #: (310) 267-2186

Mailing Address: Department of Biostatistics  
UCLA School of Public Health  
Box 951772  
Los Angeles, CA 90095-1772

Office Hours: Monday – Friday: 8:00 - 4:00 PM
The Biostatistics Faculty

Abdelmonem A. Afifi, Ph.D., Berkeley.
Dean Emeritus and Professor
Joint appointment with Biomathematics
Email: afifi@ucla.edu
Areas of Interest: Multivariate analysis, clinical trials, multi-level models and public health.

Thomas R. Belin, Ph.D., Harvard.
Professor
Joint appointment with Psychiatry/Biobehavioral Sci.
Email: tbelin@ucla.edu
Areas of Interest: Missing Data, causal inference, record linkage, mental health research.

Ronald Brookmeyer, Ph.D., University of Wisconsin
Professor
Email: rbrookmeyer@ucla.edu
Areas of Interest: Survival analysis, epidemic models, epidemiological methods and multidimensional longitudinal data, AIDS/HIV, and Alzheimer’s.

William G. Cumberland, Ph.D., Johns Hopkins.
Professor and Chair
Director, AIDS Training Grant
Director, Biostatistics Core of CFAR
Email: wgc@ucla.edu
Areas of Interest: Finite population sampling, stochastic modeling, applications to cancer, AIDS, and California Health Interview Survey.

Dorota M. Dabrowska, Ph.D., Berkeley.
Professor
Joint appointment with Statistics
Email: dorota@ucla.edu
Areas of Interest: Inference in nonparametric and semiparametric models, survival analysis, counting processes, data transformations.

Catherine M. Crespi, Ph.D., UCLA.
Assistant Professor
Other affiliation: Jonsson Comprehensive Cancer Center,
Division of Cancer Prevention and Control Research
Email: ccrespi@ucla.edu
Areas of Interest: Analysis of recurrent events data, group randomized trials, hidden Markov Models, and Bayesian Methods.
David A. Elashoff, Ph.D., Stanford.
Associate Professor
Joint appointment with Medicine
Email: dae@ucla.edu
Areas of Interest: Analysis of DNA microarray data: statistical methods for computing appropriate metrics for gene expression and gene filtering algorithms to isolate differentially expressed genes, analysis of protein mass-spectrometry data, clinical research in nursing and cancer.

Robert M. Elashoff, Ph.D., Harvard.
Professor
Joint appointment with Biomathematics
Areas of Interest: Survival analysis, Cancer, repeated measures analysis, clinical trials design and analysis.

David W. Gjertson, Ph.D., UCLA.
Professor
Joint appointment with Pathology
Email: gjertson@ucla.edu
Areas of Interest: Statistical consulting, genetics, measurement error models.

Jeffrey Gornbein, Dr.P.H., UCLA.
Lecturer, Biostatistics & Biomathematics
Senior Statistician, SBCC
Email: gornbein@ucla.edu
Areas of Interest: Experimental design, clinical trial design, random effects models, bioassay and protein profile analysis.

Steve Horvath, Ph.D., North Carolina & D.Sc., Harvard.
Professor
Joint appointment with Human Genetics
Email: shorvath@mednet.ucla.edu
Areas of Interest: Statistical genetics and bioinformatics.

Grace Kim, Ph.D., UCLA
Assistant Professor
Joint appointment with Radiological Science
Email: gracekim@mednet.ucla.edu
Areas of Interest: Classification, analysis in spatially and temporally correlated data, and pattern recognition of therapeutic response in medical imaging data.
**Christina Ramirez Kitchen, Ph.D., Cal Tech.**  
Associate Professor Room #: 21-257 CHS  
Email: cr@ucla.edu Phone #: (310) 825-7332  
Fax #: (310) 267-2113  
Areas of Interest: Statistical genetics, Bayesian phylogeny, nonparametric and semi-parametric methods.

**Martin L. Lee, Ph.D., UCLA.**  
Professor Room #: 51-236A CHS  
Email: martin.l.lee@att.net Phone #: (310) 781-3627  
Area of Interest: Robust statistical methods in Pharmacokinetics.

**Gang Li, Ph.D., Florida State.**  
Professor Room #: 51-253B CHS  
Email: vli@ucla.edu Phone #: (310) 206-5865  
Fax #: (310) 267-2113  
Areas of Interest: Survival analysis, analysis of receiver operating characteristic curves, nonparametric and semiparametric inference, longitudinal data analysis, statistical methods in medical imaging, ophthalmology, clinical trials, pharmaceutical statistics, and cancer.

**Honghu Liu, Ph.D., UCLA**  
Professor Room #: 63-037A CHS  
Joint Appointment with Dentistry Phone #: (310) 794-0700  
Email: hhliu@mednet.ucla.edu Fax #: (310) 206-2688

**Karabi Nandy, Ph.D., University of Florida**  
Adjunct Assistant Professor Room #: 2-954 Factor  
Joint Appointment with Nursing Phone #: (310) 267-1245  
Email: karabi@ucla.edu

**Rajesh R. Nandy, Ph.D., University of Washington.**  
Assistant Professor Room #: 6437B FH  
Joint appointment with Psychology Phone #: (310) 206-7257  
Email: nandy@psych.ucla.edu Fax #: (310) 206-5895

**James W. Sayre, Dr.P.H., UCLA.**  
Professor Room #: 51-253A CHS & B3-116  
Joint appointment with Radiological Sciences Phone #: (310) 825-3218  
Email: jsayre@ucla.edu Fax #: (310) 267-2113  
Areas of Interest: Computational statistics and database management, clinical trials, statistical methodology in medical diagnostic systems.
**Damla Senturk, Ph.D., UC Davis.**

Assistant Professor  
Room #: 21-254C CHS  
Phone #: (310) 206-5977  
Email: dsenturk@ucla.edu  
Fax #: (310) 825-6402  
Areas of Interest: Regression model building for repeated measures/ longitudinal data, functional data analysis and semiparametric covariate and error adjustments in regression and correlation models with applications to biomedical data.

**Janet Sinsheimer, Ph.D., UCLA.**

Professor  
Room #: 5357C Gonda & AV-321 CHS  
Joint appointment with Human Genetics & Biomathematics  
Phone #: (310) 825-8002  
Email: janet@mednet.ucla.edu  
Fax #: (310) 825-8685  
Area of Interest: Mathematical and statistical models for determining evolutionary relationships, gene mapping, and sequence variation.

**Marc A. Suchard, Ph.D., UCLA.**

Associate Professor  
Room #: AV-633 CHS/6-558 Gonda  
Joint appointment with Human Genetics & Biomathematics  
Phone #: (310)-825-0936 / 7442  
Email: msuchard@ucla.edu  
Fax #: (310) 825-8685  

**Catherine Ann Sugar, Ph.D., Stanford.**

Associate Professor  
Room #: 51-236C CHS  
Joint appointment with Psychiatry/Biobehavioral Sci.  
Phone #: (310) 794-1078  
Email: csugar@ucla.edu  
Fax #: (310) 267-2113  
Areas of Interest: Clustering, functional data analysis, classification and patterns of covariation in data, applications to HIV/AIDS, mental health, dentistry, nephrology, and particularly health services research.

**Donatello Telesca, Ph.D., University of Washington**

Assistant Professor  
Room #: 21-254 CHS  
Email: dtelesca@ucla.edu  
Phone #: (310) 825-6402  
Fax #: (310) 267-2113  
Areas of Interest: Bayesian Inference, Bayesian Model Determination, Bioinformatics, Convolution Models, Cancer Research Decision Theory, Dependent Data, Functional Data Analysis, Markov Chain Monte Carlo Methods, Non-parametric Models.
Robert E. Weiss, Ph.D., Minnesota.
Professor Room #: 51-269 CHS
Email: robweiss@ucla.edu Phone #: (310) 206-9626
Fax #: (310) 267-2113
Areas of Interest: Bayesian methods and computation, longitudinal data, diagnostics, graphics, hierarchical models, model selection and specification, applications to AIDS/HIV, bioinformatics, evolution and phylogeny, criminal justice, pediatric pain, community intervention studies.

Weng Kee Wong, Ph.D., Minnesota.
Professor Room #: 51-239B CHS
Email: wkwong@ucla.edu Phone #: (310) 206-9622
Fax #: (310) 267-2113
Areas of Interest: Optimal design of experiments, linear models, pharmacokinetics, clinical trials, research in rheumatology, cancer control and prevention studies.

Emeriti
Abdelmonem A. Afifi, Ph.D., Berkeley.
Dean Emeritus and Professor

Nancy Berman, Ph.D., American University.
Professor Emerita

Potter Chang, Ph.D., Minnesota.
Professor Emeritus

Virginia A. Clark, Ph.D., UCLA.
Professor Emerita

Frederick J. Dorey, Ph.D., Massachusetts.
Professor Emeritus

Joint appointment with Psychiatry and Biobehavioral Science
Areas of Interest: Applications in mental retardation and child psychiatry, statistical computing.

Robert I. Jennrich, Ph.D., UCLA.
Professor Emeritus Room #: 9432 BH
Joint appointment with Mathematics Phone #: (310) 825-2207
Email: rjj@math.ucla.edu
Area of Interest: Statistical computing.
<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Room</th>
<th>Building</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Dean</td>
<td>16-035</td>
<td>CHS</td>
<td>(310) 825-6381</td>
</tr>
<tr>
<td>Student Affairs Office</td>
<td>A1-269</td>
<td>CHS</td>
<td>(310) 825-5524</td>
</tr>
<tr>
<td>Biostatistics Department Office</td>
<td>51-254</td>
<td>CHS</td>
<td>(310) 825-5250</td>
</tr>
<tr>
<td>Community Health Sciences Department Office</td>
<td>36-071</td>
<td>CHS</td>
<td>(310) 825-5308</td>
</tr>
<tr>
<td>Environmental Health Sciences Department Office</td>
<td>56-070</td>
<td>CHS</td>
<td>(310) 206-1619</td>
</tr>
<tr>
<td>Epidemiology Department Office</td>
<td>71-254</td>
<td>CHS</td>
<td>(310) 825-8579</td>
</tr>
<tr>
<td>Health Services Department Office</td>
<td>31-269</td>
<td>CHS</td>
<td>(310) 825-2594 &amp; 825-7863</td>
</tr>
<tr>
<td>Public Health Student Association</td>
<td>41-240</td>
<td>CHS</td>
<td>(310) 206-3352</td>
</tr>
<tr>
<td>Biostatistics Consulting Lab</td>
<td>A1-279</td>
<td>CHS</td>
<td>(310) 206-6346</td>
</tr>
<tr>
<td>SPH Instructional Computer Lab</td>
<td>A1-241</td>
<td>CHS</td>
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</tr>
<tr>
<td>Technology &amp; Learning Center (TLC)</td>
<td>12-077</td>
<td>CHS</td>
<td>(310) 825-3034</td>
</tr>
</tbody>
</table>
Degree Requirements

Master of Science in Biostatistics (M.S.)

Preparation for the Degree:
Mathematics preparation for the program should include at least two years of calculus:
- Math 31A, B Calculus and Analytic Geometry
- Math 32A, B Calculus of Several Variables
- Math 33A, B Matrices, Differential Equations, Infinite Series

And recommended:
- Math 115A Linear Algebra

Requirements for the Degree:
1. Course Requirements:
   - Biostatistics 110A, B Basic Biostatistics
   - Biostatistics 115 Topics in Estimation
   - Biostatistics 200A, B, C Biostatistics
   - Biostatistics M215 Survival Analysis
   - Biostatistics 240 Master’s Seminar and Research Resources for Graduating MS Biostatistics Students
   - Biostatistics 402A Principles of Biostatistical Consulting (2 units)
   - Biostatistics 402B Biostatistical Consulting
   - Biostatistics 596 Directed Individual Study or Research (4 units) (Master’s Report)
   - Statistics 100A* Probability Theory
     (or Math 170A)
   - Statistics 100B* Statistical Theory

   - and 12 units of special topics courses from Biostatistics M210 through M238 (except M215), 403A, 410 through 419. At least 4 of the 12 units must be in the 200 series.

   Highly recommended courses (4 units):
   - Biostatistics 406 Applied Multivariate Biostatistics

2. Master’s Report: A written report under the direction of a member of the Biostatistics faculty is required (usually taken as Biostatistics 596).

3. Comprehensive Examination: A written comprehensive examination covering the above course material is required.

Courses that apply toward the degree MUST be taken on a letter grade basis (except Biostat 402B).

*Please consult with your academic advisor on this requirement.
**Typical MS Program: Sequence of Classes**

This sequence of classes is intended to serve as a guide for students in the two-year MS Program in Biostatistics. In general, the faculty recommends that students take required courses in the sequence shown below. Student should meet with their faculty advisors to select electives which best suits their interests and goals.

<table>
<thead>
<tr>
<th>Year 1 (2011-2012)</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Biostat 295</td>
<td>2. Biostat 115 (required)</td>
<td>2. Special topic* (elective)</td>
<td></td>
</tr>
<tr>
<td>- fulfills special topic* requirement -</td>
<td>4. Special topic*(elective)</td>
<td></td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>Year 2 (2012-2013)</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>2. Special topic* (elective) or Consulting</td>
<td>2. Special topic* (elective)</td>
<td>2. Biostat 240 (required)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Consulting**</td>
<td>- MS Comprehensive Exam -</td>
</tr>
</tbody>
</table>

Notes:

* 12 units of special topics courses from Biostatistics M210 through M238 (except M215), 403A, 410 through 419. At least 4 of the 12 units must be in the 200 series.

** Biostat 402B is taken once during the second year **(time is determined at the Fall class meeting).
Doctor of Philosophy in Biostatistics (Ph.D.)

The program of study requires three areas of knowledge: biostatistics, mathematical statistics, and a field of application in the life or health sciences. It is designed to train statisticians who can apply statistical methods to solve problems in the health field and who can conduct theoretical research in statistical methodology.

PREPARATION FOR THE DEGREE:

Mathematics and statistics preparation for the program should include at least two years of calculus:
- Math 31A, B Calculus and Analytic Geometry
- Math 32A, B Calculus of Several Variables
- Math 33A, B Matrices, Differential Equations, Infinite Series
- Math 115A Linear Algebra
- Math 131A Real Analysis
- Statistics 100A, B, C Probability & Statistical Theory

Biostatistics preparation for the program should include:
- Biostatistics 115 Topics in Estimation
- Biostatistics 200A, B, C Biostatistics
- Biostatistics M215 Survival Analysis

Students entering the Ph.D. with a Bachelor’s degree normally take these courses during their first year of study.

REQUIREMENTS FOR THE DEGREE:

1. Course Requirements:

Field 1: Biostatistics
- Biostatistics 250A, B Linear Models
- Biostatistics 251 Multivariate Biostatistics
- Biostatistics 255 Advanced Topics and Probability in Biostatistics
- Biostatistics 245 Doctoral Seminar (for more info see #3)
- Biostatistics 409 Biostatistics Consulting (for more info see #4)
- Biostat Special Topics from the 230, 270, 280 series (any 3, 4-unit courses)

Field 2: Mathematical Statistics
- Statistics 200B, C Large Sample Theory, Including Re-sampling

Recommended:
- Statistics 200A
- Biomathematics 203

Field 3: (field of application)
The 3rd field should be an area of application of Biostatistics such as AIDS, biology, bioinformatics, epidemiology, infectious diseases, medicine, pharmacology, physiology, psychology, zoology or public health. Electives should be selected in consultation with the student’s advisor. The requirements include at least 16 graduate-course units. A minimum grade of B is required for each course. Before enrolling in 3rd field courses, students must complete and submit the Ph.D. Form 1 (Petition for Establishment of 3rd Field for the Ph.D. in Biostatistics) to the department chair for approval.
2. Written Examinations
The written comprehensive examinations are taken on 2 consecutive days at the beginning of the second year (Fall quarter). There are two required comprehensive exams: Theoretical Statistics and Biostatistics. Students entering with a Bachelor’s degree normally take these exams at the beginning of their third year.

a) Theoretical Statistics Written Qualifying Examination
Courses that help to prepare for the examination include the following:
- Biostatistics 115 Topics in Estimation
- Biostatistics 255 Advanced Topics and Probability in Biostatistics
- Statistics 100A, B, C Probability & Statistical Theory
- Statistics 200B,C Statistical Theory

b) Biostatistics Written Qualifying Examination
Courses that help to prepare for the examination include the following:
- Biostatistics 110A, B Basic Biostatistics
- Biostatistics 115 Topics in Estimation
- Biostatistics 200A, B, C Biostatistics
- Biostatistics M215 Survival Analysis
- Biostatistics 250A, B Linear Models
- Biostatistics 251 Multivariate Biostatistics

3. Doctoral Seminar: Biostatistics 245
All doctoral students must register for Biostatistics 245, advanced seminar, every quarter and attend regular weekly seminar scheduled by the Department. At least once each year, each student will present a seminar.

4. Consulting: Biostatistics 409
All registered doctoral students must also enroll in Biostatistics 409 (doctoral statistical consulting seminar: field training course) for three consecutive quarters before advancement to candidacy.

5. Oral Examinations and Dissertation
a) Oral Qualifying Examination
The student’s understanding of statistical theory and his/her ability to apply it is evaluated in this oral examination. The proposed dissertation topic is also reviewed. Passing of this examination is required before a student is officially advanced to candidacy. A failed examination may be repeated once on the recommendation of the committee.

b) Dissertation and Defense
After successfully completing a dissertation under the guidance of a Biostatistics faculty member, an oral examination defending the dissertation is required. A failed examination may be repeated once on the recommendation of the committee.

SEQUENCE OF CLASSES:
This sequence of classes is intended to serve as a guide for 1st year students in the PhD Program. Students should meet with their faculty advisors to select electives which best suit their interests and goals. Schedules vary after the first year.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>Typical 1st year</td>
<td></td>
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</tr>
<tr>
<td>1st year</td>
<td>2. Biostat 250A</td>
<td>2. Biostat 245</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Stats 200B</td>
</tr>
</tbody>
</table>

Courses that apply toward the degree MUST be taken on a letter grade basis (except Biostat 245 & 409).
Master of Public Health with Specialization in Biostatistics (M.P.H.)

PREPARATION FOR THE DEGREE:

Mathematics preparation for the program should include at least one year of calculus:
- Math 31A, B Calculus and Analytic Geometry
- Math 32A Calculus of Several Variables

REQUIREMENTS FOR THE DEGREE:

1. CORE Course Requirements in Public Health (16 units):
   - Com Hlth Sci 100 Behavioral Sciences and Health Education
   - Env Hlth Sci 100 or 101 Introduction to Environmental Health
   - Epidemiology 100 Principles of Epidemiology
   - Health Services 100 Health Services Organization

   Each core course may be waived if the student has taken a similar college-level course elsewhere and can pass the waiver examination.

2. Course Requirements in Biostatistics (38 units):
   - Biostatistics 110A, B Basic Biostatistics
   - Biostatistics 201A Topics in Applied Regression
   - Biostatistics 201B Topics in Applied Regression
   - Biostatistics 402A Principles of Biostatistical Consulting (2 units)
   - Biostatistics 402B Biostatistical Consulting
   - Biostatistics 403A Computer Management of Health Data
   - Biostatistics 406 Applied Multivariate Biostatistics
   - and 12 units of elective courses (special topics) from Biostatistics M403B, 410 through 419, 200B, 200C, and M210 through M238.

   Additional elective courses are recommended and should be selected in public health, biomathematics or mathematics.

3. Field Training:
   Field training in an approved public health program of up to ten weeks is required of MPH candidates who have not had prior relevant field experience. Biostatistics 402B, Biostatistics Consulting, will satisfy this requirement.

4. Comprehensive Examination: A written comprehensive examination covering the above course material is required.

Courses that apply toward the degree MUST be taken on a letter grade basis (except Biostat 402B).

Note: Students planning to enter the Dr.P.H. program after completing M.P.H. degree are advised that the Dr.P.H. has mathematics prerequisites which are NOT required for the M.P.H. (PLEASE READ CAREFULLY the degree description, PLAN ACCORDINGLY, and DISCUSS with your advisor.)
## Typical MPH Program: Sequence of Classes

This sequence of classes is intended to serve as a guide for students in the two-year MPH Program in Biostatistics. In general, the faculty recommends that students take required courses in the sequence shown below. Student should meet with their faculty advisors to select electives which best suites their interests and goals.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Biostat 403A (required)</td>
<td>2. SPH Core Course (required)</td>
<td>2. SPH Core Course (required)</td>
</tr>
<tr>
<td></td>
<td>3. SPH Core Course (required)</td>
<td>3. Biostat 402A (required)</td>
<td>3. Elective</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Special topic* (elective)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. SPH Core Course (required)</td>
<td>2. Special topic* (elective)</td>
<td>2. Elective</td>
</tr>
<tr>
<td></td>
<td>4. Consulting**</td>
<td>4. Consulting**</td>
<td>-MPH Comprehensive Exam in May-</td>
</tr>
</tbody>
</table>

### Notes:
* 12 units of elective courses (special topics) from Biostatistics M403B, 410 through 419, 200B, 200C, and M210 through M238.

** Biostat 402B is taken once during the second year** (time is determined at the Fall class meeting).
Doctor of Public Health with specialization in Biostatistics (Dr.P.H.)

**PREPARATION FOR THE DEGREE:**

Mathematics and statistics preparation for the program should include at least two years of calculus:

- Math 31A, B  Calculus and Analytic Geometry
- Math 32A, B  Calculus of Several Variables
- Math 33A, B  Matrices, Differential Equations, Infinite Series
- Math 115A  Linear Algebra

Public Health preparation for the program must include the following courses (or equivalent) if Master's degree is not in Public Health:

- Com Hlth Sci 100  Behavioral Sciences and Health Education
- Env Hlth Sci 100 or 101  Introduction to Environmental Health
- Epidemiology 100  Principles of Epidemiology
- Health Services 100  Health Services Organization

*If you have not taken these courses, be sure to include them in the course of study after admission.

**REQUIREMENTS FOR THE DEGREE:**

1. **Course Requirements:**
   Unless previously taken:
   - Biostatistics 115  Topics in Estimation
   - Biostatistics 200A, B, C  Biostatistics
   - Biostatistics M215  Survival Analysis
   - Biostatistics 250A, B  Linear Models
   - Biostatistics 245  Doctoral Seminar (for more info see #4)
   - Biostatistics 409  Biostatistics consulting (for more info see #3)
   - Statistics 100A, B  Probability & Statistical Theory

   • three graduate-level courses in Biostatistics selected with consent of advisor
   *courses used for the MS degree at UCLA cannot be used here*

   • three courses in the 400 series selected with consent of advisor
   *courses used for the MS degree at UCLA cannot be used here*

2. **Written Examinations**
   a) **Screening examination**
      This written examination covers the equivalent of the following courses and is taken before the end of the first year in the Dr.P.H. program:

      • Biostatistics 110A, B  Basic Biostatistics
      • Biostatistics 115  Topic in Estimation
      • Biostatistics 200A, B, C  Biostatistics
      • Biostatistics M215  Survival Analysis
      • Statistics 100A, B  Probability & Statistical Theory
      • Biostatistics 403A  Computer Management of Health Data
      • Biostatistics 406  Applied Multivariate Biostatistics
Note: The written comprehensive examination for the M.S. in Biostatistics given by the UCLA Biostatistics program may be used as a substitute for this examination. Students taking this examination as part of the requirements for the M.S. degree may be asked to take the examination again after entering the Dr.P.H. program.

b) Doctoral Comprehensive Examination (Written Qualifying Exam)
Courses which help to prepare for the examination includes (in addition to those listed on the previous page for the screening examination):

- Biostatistics 250A, B Linear Models

3. Breadth Requirement
   a) Students must take a minimum of 24 units, selected with the consent of the academic advisor, in the 200 or 400 level courses from at least two School of Public Health Departments other than Biostatistics.
   b) The School also requires students to select an additional area of concentration. Biostatistic students fulfill this requirement by enrolling in Biostatistics 409 (doctoral statistical consulting seminar: field training course) for 3 consecutive quarters. This requirement must be met prior to advancement to candidacy.

4. Doctoral Seminar
   All doctoral students must register for Biostatistics 245, advanced seminar, every quarter and attend regular weekly seminars scheduled by the Department. At least once each year, each student will present a seminar.

5. Oral Examinations and Dissertation
   a) Oral Qualifying Examination
      The student's understanding of statistical theory and his/her ability to apply this knowledge to problems in health research is evaluated in this oral examination. The proposed dissertation topic is also reviewed. Passing of this examination is required before a student is officially advanced to candidacy. A failed examination may be repeated once on the recommendation of the committee.

   b) Dissertation and Defense
      After successfully completing a dissertation under the guidance of a Biostatistics faculty member, an oral examination defending the dissertation is required. A failed examination may be repeated once on the recommendation of the committee.

Courses that apply toward the degree MUST be taken on a letter grade basis (except Biostat 409 & 245).
**2011-12 Biostatistics Class Schedule**

### Fall 2011

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Time/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostat 100A</td>
<td>Introduction to Biostatistics</td>
<td>D. Gjertson</td>
<td>MWF 12pm-2pm</td>
</tr>
<tr>
<td>Biostat 110A</td>
<td>Basic Biostatistics</td>
<td>R. Brookmeyer</td>
<td>TR 10am-12pm</td>
</tr>
<tr>
<td>Biostat 200A</td>
<td>Biostatistics</td>
<td>D. Gjertson</td>
<td>MWF 11am-12pm</td>
</tr>
<tr>
<td>Biostat 201A</td>
<td>Topics in Applied Regression</td>
<td>C. Sugar</td>
<td>MWF 9am-10am</td>
</tr>
<tr>
<td>Biostat M215</td>
<td>Survival Analysis</td>
<td>G. Li</td>
<td>TR 10am-12pm</td>
</tr>
<tr>
<td>Biostat 234</td>
<td>Applied Bayesian Inference</td>
<td>R. Weiss</td>
<td>T 12pm-1pm</td>
</tr>
<tr>
<td>Biostat 245</td>
<td>Advanced Seminar in Biostatistics</td>
<td>D. Dabrowska</td>
<td>MWF 12pm-1pm</td>
</tr>
<tr>
<td>Biostat 250A</td>
<td>Linear Statistical Models</td>
<td>S. Horvath</td>
<td>MWF 12pm-1pm</td>
</tr>
<tr>
<td>Biostat 255</td>
<td>Advanced Topics &amp; Probability in Biostatistics</td>
<td>D. Dabrowska</td>
<td>TR 9am-11am</td>
</tr>
<tr>
<td>Biostat M272</td>
<td>Theoretical Genetic Modeling</td>
<td>J. Sinsheimer</td>
<td>MW 9am-11am</td>
</tr>
<tr>
<td>Biostat 295</td>
<td>Application of Statistical Theories in Biomedical Research</td>
<td>D. Dabrowska</td>
<td>MWF 10am-11am</td>
</tr>
<tr>
<td>Biostat 402B</td>
<td>Biostatistical Consulting</td>
<td>K. Nandy</td>
<td>R 3pm-5pm</td>
</tr>
<tr>
<td>Biostat 403A</td>
<td>Computer Management of Health Data</td>
<td>J. Sayre</td>
<td>TR 8:30am-10am</td>
</tr>
<tr>
<td>Biostat 409</td>
<td>Doctoral Consulting Seminar</td>
<td>D. Gjertson</td>
<td>W 2pm-3pm</td>
</tr>
</tbody>
</table>

**TENTATIVE (Time and day of the following courses are subject to change)**

### Winter 2012

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Time/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostat 100B</td>
<td>Introduction to Biostatistics</td>
<td>R. Brookmeyer</td>
<td>MWF 12-2 pm</td>
</tr>
<tr>
<td>Biostat 110B</td>
<td>Basic Biostatistics</td>
<td>D. Telesca</td>
<td>MWF 11-12 pm</td>
</tr>
<tr>
<td>Biostat 115</td>
<td>Topics in Estimation</td>
<td>D. Dabrowska</td>
<td>TBD</td>
</tr>
<tr>
<td>Biostat 200B</td>
<td>Biostatistics</td>
<td>T. Belin</td>
<td>MWF 9-10 am</td>
</tr>
<tr>
<td>Biostat 201B</td>
<td>Topics in Applied Regression</td>
<td>C. Sugar</td>
<td>MWF 9-10 am</td>
</tr>
<tr>
<td>Biostat 203</td>
<td>Stochastic Models in Biology</td>
<td>Ken Lange</td>
<td>TR 9-11 am</td>
</tr>
<tr>
<td>Biostat 212</td>
<td>Distribution Free Methods</td>
<td>C. Kitchen</td>
<td>TBD</td>
</tr>
<tr>
<td>Biostat 233</td>
<td>Statistical Methods in AIDS</td>
<td>R. Brookmeyer</td>
<td>TBD</td>
</tr>
<tr>
<td>Biostat 236</td>
<td>Longitudinal Data</td>
<td>R. Weiss</td>
<td>TBD</td>
</tr>
<tr>
<td>Biostat 245</td>
<td>Advanced Seminar in Biostatistics</td>
<td>G. Kim</td>
<td>MWF 3-5 pm</td>
</tr>
<tr>
<td>Biostat 250B</td>
<td>Linear Statistical Models</td>
<td>W. Wong</td>
<td>MWF 11-12:30 pm</td>
</tr>
<tr>
<td>Biostat 276</td>
<td>Inferential Techniques that Use Simulation</td>
<td>D. Telesca</td>
<td>TBD</td>
</tr>
<tr>
<td>Biostat 402A</td>
<td>Principles of Biostatistical Consulting (2.0)</td>
<td>D. Gjertson</td>
<td>T 3-5 pm</td>
</tr>
<tr>
<td>Biostat 402B</td>
<td>Biostatistical Consulting</td>
<td>D. Elashoff</td>
<td>M 3-5 pm</td>
</tr>
<tr>
<td>Biostat 409</td>
<td>Doctoral Consulting Seminar</td>
<td>D. Gjertson</td>
<td>W 1-2 pm</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Instructor</td>
<td>Days</td>
</tr>
<tr>
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</tr>
<tr>
<td>Biostat 100A</td>
<td>Introduction to Biostatistics</td>
<td>M. Lee</td>
<td>MW</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>Biostat 200A</td>
<td>Biostatistics</td>
<td>D. Gjertson</td>
<td>TBD</td>
</tr>
<tr>
<td>Biostat 200C</td>
<td>Biostatistics</td>
<td>W. Wong</td>
<td>TBD</td>
</tr>
<tr>
<td>Biostat 238</td>
<td>Methodology of Clinical Trials</td>
<td>G. Li</td>
<td>TBD</td>
</tr>
<tr>
<td>Biostat 402B</td>
<td>Biostatistical Consulting</td>
<td>Y. Fu</td>
<td>TBD</td>
</tr>
<tr>
<td>Biostat 240</td>
<td>MS Student Seminar</td>
<td>C. Kitchen</td>
<td>TR</td>
</tr>
<tr>
<td>Biostat 245</td>
<td>Advanced Seminar in Biostatistics</td>
<td>W. Wong</td>
<td>MWF</td>
</tr>
<tr>
<td>Biostat 251</td>
<td>Multivariate Biostatistics</td>
<td>D. Telesca</td>
<td>MWF</td>
</tr>
<tr>
<td>Biostat 288</td>
<td>Seminar: Statistics in AIDS</td>
<td>R. Weiss</td>
<td>T</td>
</tr>
<tr>
<td>Biostat 402B</td>
<td>Biostatistical Consulting</td>
<td>F. Yu</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MTWF</td>
</tr>
<tr>
<td>Biostat 406</td>
<td>Applied Multivariate Biostatistics</td>
<td>A. Afifi</td>
<td>TR</td>
</tr>
<tr>
<td>Biostat 409</td>
<td>Doctoral Statistical Consulting Seminar</td>
<td>G. Gjertson</td>
<td>W</td>
</tr>
</tbody>
</table>
UCLA Calendar

Highlights from UCLA Annual Calendar 2011-2012

For the complete calendar, visit the UCLA website at: http://www.registrar.ucla.edu/calendar/calf11.htm

Students are responsible for observing the following dates and deadlines as published by the Registrar's Office. Anything submitted or requested as an exception to a published deadline is subject to a PENALTY fee. URSA enrollment deadlines end at midnight on the published date.

The calendar below and other academic calendars up to the year 2016-2017 are available online at: http://www.registrar.ucla.edu/calendar/

Fall Quarter 2011

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter begins</td>
<td>Monday, September 19</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Thursday, September 22</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, October 7</td>
</tr>
<tr>
<td>Veterans Day holiday</td>
<td>Friday, November 11</td>
</tr>
<tr>
<td>Thanksgiving holiday</td>
<td>Thursday-Friday, November 24-25</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, December 2</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, December 3-4</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, December 5-9</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, December 9</td>
</tr>
<tr>
<td>Christmas holiday</td>
<td>Monday-Tuesday, December 26-27</td>
</tr>
<tr>
<td>New Year's holiday</td>
<td>Friday-Monday, December 30-January 2</td>
</tr>
<tr>
<td>Campus closed</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Winter Quarter 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter begins</td>
<td>Wednesday, January 4</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Monday, January 9</td>
</tr>
<tr>
<td>Martin Luther King, Jr, holiday</td>
<td>Monday, January 16</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, January 20</td>
</tr>
<tr>
<td>Presidents' Day holiday</td>
<td>Monday, February 20</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, March 16</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, March 17-18</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, March 19-23</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, March 23</td>
</tr>
</tbody>
</table>

Spring Quarter 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter begins</td>
<td>Wednesday, March 28</td>
</tr>
<tr>
<td>Cesar Chavez holiday</td>
<td>Friday, March 30</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Monday, April 2</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, April 13</td>
</tr>
<tr>
<td>Memorial Day holiday</td>
<td>Monday, May 28</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, June 8</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, June 9-10</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, June 11-15</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, June 15</td>
</tr>
<tr>
<td>Commencement ceremonies</td>
<td>Friday-Saturday, June 15-16</td>
</tr>
</tbody>
</table>
Important Academic Information

Official Documents from the University

You will receive many documents from the University stating deadlines, offering opportunities, etc. It is your responsibility to observe the deadlines, and take any action that is required. This is especially important for work-study, financial aid, traineeships, filing deadlines, etc.

For the most current deadlines, go to http://www.registrar.ucla.edu/calendar/ and for the class schedule to go http://www.registrar.ucla.edu/schedule/

For official graduate academic information and resources go to http://www.gdnet.ucla.edu/

Student Affairs Office

Biostatistics
The Student Affairs Officer for the Biostatistics Department is Roxy Naranjo. Her office room number is 51-254 CHS, phone number is (310) 267-2186 and her email is rlnaranjo@ph.ucla.edu. If you have any questions pertaining to your graduate study here at UCLA, do not hesitate to email her or stop by the office during office hours.

School of Public Health
The school-wide Student Affairs Office provides oversight and guidance of school-wide and departmental graduate program affairs, including admissions processing, degree processing, class scheduling, funding, orientation and graduation preparations, and general counseling to prospective, new and continuing students. Hours and Location: Monday-Friday 10:00am-3:00pm. Room A1-269 Center for Health Sciences (A-floor). Phone Number: (310) 825-5524.

Advising

Students are assigned a faculty advisor prior to the beginning of their academic program. Students should initially contact their advisors to discuss their course of study and thereafter should stay in contact on a regular basis. Students are expected to meet with their advisors at least once per quarter to discuss progress, problems, and employment needs.

Students may change advisors. A blue student petition should be used for this request. Approval by the both faculty member and the Biostatistics Department Chair must be obtained. The petition is then submitted to the Public Health Student Affairs Office.
**Advancement to Candidacy**

**Master’s Degree**

Students who wish to graduate in the spring quarter must petition for advancement to candidacy prior to the deadline. This deadline will be announced at the graduation workshop, which will be held in February. Advancement to candidacy is a requirement for all M.S. and M.P.H. degree candidates. If you miss the workshop, petitions for advancement to candidacy can be picked up in the Student Affairs Office, Room A1-269 CHS. The forms must be completed and returned to the Student Affairs Office. Please be sure to complete all required information and follow special instructions per the direction on the forms or by the Student Affairs Office Staff.

Students who wish to graduate in the fall or winter quarters, must petition for Advancement to Candidacy prior to the end of the second week of the chosen quarter.

The Student Affairs Office regularly posts the specific deadlines.

**Doctoral Degree**

Advancement to candidacy is also a requirement for students in the Ph.D. and Dr.P.H. programs. Please check with the Student Affairs Office staff for more information.

**Blue petitions**

Blue petition is a form submitted to explain a student’s need or desire to be exempted from any rule or regulation of the University. It is the only way to obtain formal approval from the department, the School, the Registrar or whoever has authority over the particular request. Submit all blue petitions as soon as possible during your career at UCLA.

**Comprehensive exams**

**Master’s Students**

Comprehensive exams for second year MS and MPH students are given near the end of the spring quarter (the Tuesday after Memorial Day). Past examinations are considered public. You can arrange to borrow a set by bringing your student ID card to the Department Office. Note: the hard copy comprehensive exams are available for borrowing for only two hours.

**Doctoral Students**

Biostatistics Ph.D. Comprehensive Exam / Theoretical Statistics Qualifying Exam for second year doctoral students are given at the beginning of fall quarter.

Biostatistics Dr.P.H. Screening and Comprehensive Exams are given in the spring (the Tuesday after Memorial Day).
Past examinations are considered public. You can arrange to borrow a set. Bring your ID card to the Department Office and you may borrow a set for two hours.

**Courses**

There are very specific course requirements for our Master’s degrees. The final authority on all course requirements is the Graduate Division, and the requirements are listed on the Graduate Division web page under “Department and Majors” (“Biostatistics” heading for MS and PhD students and “Public Health” heading for MPH and DrPH students) at [http://www.gdnet.ucla.edu/current.html](http://www.gdnet.ucla.edu/current.html); according to the year in which you enter the program. However, the Department Chairman can request exemptions under suitable situations. *The information in this handout is informal.* Advisors are expected to advise you of the requirements, but sometimes there is an area of uncertainty and you may need to clarify the problem with a blue petition.

**Add/Drop courses** - To enroll, add, or drop classes, students use URSA (University Records System Access), a web-based system. Online enrollment through URSA Online is available at [http://www.ursa.ucla.edu](http://www.ursa.ucla.edu). This system requires e-mail address, and your password. Instructions for using URSA are contained in the Schedule of Classes: [http://www.registrar.ucla.edu/schedule](http://www.registrar.ucla.edu/schedule). If a class is closed, or restricted, you may attempt to add the class after obtaining a Permission to Enroll Number (PTE #) from the instructor. Make sure that you have the correct 9-digit course ID number.

**Course Waivers**

M.P.H and Dr. P.H. students should see the schedule below for course waiver exams:

- ComHlth 100: Please contact the CHS dept. Office 36-071 CHS, or call 310-825-5308.
- EvHlt 100: Wednesday, September 14, 2011
- Epidem 100: Friday, November 4, 2011
- HltSer 100: Friday, September 23, 2011

For the most updated information and to sign up refer to your Public Health orientation packet and/or contact the respective departments.

To waive Biostatistics core courses, students must (1) complete a blue petition, (2) show proof that you have taken equivalent course(s) by attaching transcript(s) and syllabi to the petition and (3) pass the waiver exam.
**California Residency**

Domestic students who are not California residents will need to establish residency to avoid assessment of nonresident tuition in subsequent years. In order to establish your residency, certain requirements must be met. For the complete details on establishing California Residency, please refer to the Registrar's web page at [http://www.registrar.ucla.edu/faq/residencefaq.htm](http://www.registrar.ucla.edu/faq/residencefaq.htm) or call the Residence Deputy at (310) 825-1091, option 5. This is very important. Otherwise, you may have to begin paying non-resident tuition during your second year.

**English as a Second Language**

All non-native speakers of English new to UCLA are required to fulfill UCLA ESL requirements by taking the English as a Second Language Placement Exam (ESLPE). Based upon performance on this examination, students may be exempt from enrolling in UCLA ESL classes, or may be required to complete one or more courses in the English 33 series. Please do not delay as failure to sit for the ESLPE results in a hold on student records. ESL course(s) are designed and intended to facilitate your studies here at UCLA. If you do not fulfill your ESL requirement, you will not be permitted to graduate. Students may only take the exam twice. Graduate students wishing to take a second exam must wait at least one quarter before retaking the placement exam. Retakes during the same quarter will not be recognized and the second of the two scores will be used for placement decision. Graduate students, who plan to work as teaching assistants (TAs) and are nonnative English-speaking international students, are required to take the Test of Oral Proficiency (TOP), which is administered by the Office of Instructional Development.

Please refer to [http://www.wp.ucla.edu/](http://www.wp.ucla.edu/) for more information.

Students who hold a bachelor’s or higher degree from a university located in the United States or in another country in which English is both the spoken language and the medium of instruction, or who have completed at least two years of full-time study at such an institution, are exempted from the ESLPE.

**Enrollment Deadlines**

The deadlines are always on Friday of the following weeks of every quarter:

Week 2: Enrollment in all coursework.

Week 3: Fee charged for changes regarding adds, drops, and grading basis.

Week 10: Additional fee charged for adds and for drops and grading basis changes.

After week 10, requesting retroactive add or drop any courses is a long and complicated procedure with NO guarantee of approval. Make sure you check your enrollment and print out your study list so you can check the correct courses and faculty.
**Fee Payment ~ Registration & Non-Resident Tuition**

Your registration fees (and non-resident tuition, if applicable) are due via your BAR account by September 20 (fall quarter), December 20 (winter quarter) and March 20 (spring quarter). Credit card payments may be made online using URSA Online. If you do not see your fees posted on your BAR account by the 5th of the month, inquire with the Office of the Registrar. If registration fees are not paid in full by the payment deadline, a $50 late registration fee is assessed and classes are dropped in accordance with the drop class deadline. If you enroll in classes and pay registration fees after Friday of the second week of classes, both the $50 late registration fee and a $50 late Study List fee are assessed.

**Grading**

UCLA grades for graduate students, are A, B, C, F, and I. Grade point averages are computed on the basis of 4 points for an “A”, 3 points for a “B”, 2 points for a “C”, and 0 points for an “F”. You must maintain at least a 3.0 average to avoid probation. You must also have a 3.0 average in the required courses to graduate. If you are on probation for two consecutive quarters, you are subject to dismissal from the University.

The grade “I” (Incomplete) may be assigned if you did not complete all of the course requirements and if the material you did complete was of passing quality. You must arrange for the “I” before the end of the course with the course instructor. You should have a written agreement with the instructor detailing what is needed to complete the course. Removal of the ‘I’ from the transcript, and replacement with a grade will occur upon the students’ satisfactory completion of the course work by the end of the next full term in academic residence. If the work is not completed by the next full term in residence the “I” automatically lapses to an “F” or “U” grade as appropriate.

Your grades are available through the URSA Online System. After you have logged in, choose Degree Progress/Grade Report (Graduate option). Your GPA will not be updated until the end of the grading cycle, approximately 3 weeks after the quarter is over.
There are four main libraries on campus: the University Research Library at the north end of campus, the College Library in Powell, the Biomedical Library in the Center for the Health Sciences, and the Mathematics/Engineering Library in the Math Sciences (Boelter Hall) building. These libraries have all of the journals you should need during your studies. There are photocopying machines available in the Biomedical Library for your use. Website: www.library.ucla.edu.

**Massey Library:** Located in the Biostatistics Department office at 51-254 CHS, the library is open to Biostatistics faculty, staff, and students. Following the passing of long-time UCLA School of Public Health faculty member Frank J. Massey, Jr., Ph.D., a memorial fund was established by Dr. Massey’s family, colleagues and friends to refurbishing the Department Library. On August 9, 1997, the Frank J. Massey Memorial Library was dedicated with a ceremony and reception for the Massey family, donors and friends. Biostatistics faculty, staff, and students can now borrow books, review reference volumes, former students’ dissertations and Masters’ reports, or use the Library for studying and for meetings.

Massey Library books are available to check out for three weeks while Master’s Reports, Journals, and Dissertations are available only for 2 hour check-outs with University ID. To check out books, students are required to fill out the sign-in sheet located in the blue binder next to the Library entrance.

**Seminar**

The Biostatistics seminars are held at 3:30 PM on Wednesdays. Seminar attendance is required for doctoral students, but all students are encouraged to attend. We have many interesting and stimulating talks. A reception with the guest speaker is held at 3:00 PM immediately preceding the seminar. It gives students a chance to talk informally with the speaker and is a good opportunity to get to know your fellow students and faculty. For updates on Biostatistics seminars throughout the year go to http://www.biostat.ucla.edu/courses.html.

**Standards and Procedures for Graduate Study at UCLA**

General regulations concerning graduate courses, standards of scholarship, disqualifications, appeals, leaves of absence, normal progress toward degree, withdrawals and other matters can be found at: http://www.gdnet.ucla.edu/gasaa/library/spintro.htm The site also provides detailed information and sets forth general policies regarding completion of degree requirements, master's and doctoral committees, examinations and foreign language requirements.
Study List

UCLA refers to your class schedule as a “study list”. All UCLA students are required to have a “study list on file” - be enrolled in at least one unit - by the end of the 2nd week of classes. Any student who is not enrolled in at least one unit by the end of the 2nd week of classes will be assessed a $50 late study list fee when they attempt to enroll. Please be aware that this fee will be charged even if you paid the $50 late registration fee. After the 2nd week of classes, your student record will be “locked” out of enrollment, and you will have to (1) go to the Student Affairs Office to pick up a form, (2) get written instructors’ permission to enroll in each class at this late date and (3) submit the from, in person, to the Registrar’s Office in Murphy Hall. You will not be able to process any enrollment activities until your student record is unlocked. You can go to URSA online to view your study list. Note: you can print your study list to provide proof of enrollment in class. You should check your study list each quarter to make sure that you are enrolled in classes.

Transcripts

One free unofficial student copy of your transcript may be obtained each quarter from the Registrar's Office in Murphy Hall. Official transcripts must be ordered from the Registrar’s Office. Transcript request forms are located on the first floor of Murphy Hall, or a PDF version can be downloaded from http://www.registrar.ucla.edu/forms. You should allow 3 weeks after the quarter is over for GPA updating, and 6 weeks for degree notations, before receiving your transcript.
Other Important Student Information

Email Account

Bruin Online - Email Account: http://www.bol.ucla.edu/
All Biostatistics students are required to have email accounts. To create a Bruin Online account please to go: https://www.bol.ucla.edu/cgi-ssl/accounts/newuser/ Announcements will be distributed via email.

For a complete listing of services, software, etc. available via Bruin Online, please visit their web site at http://www.bol.ucla.edu

Computer Facilities/Access

The UCLA Biomedical Library: Technology & Learning Center (TLC) is the main drop-in, general computer use for Public Health students. It is located in the Biomedical Library (entrance 12-077 CHS). The TLC is open during the same hours as the library. Hours can be found posted on the front door of the Biomedical Library or at http://www.library.ucla.edu/about/hours.cfm, click “Biomedical Library”.

For additional information, please visit http://www.library.ucla.edu/libraries/biomed/index.cfm

Public Health also has an instructional computer lab which is located in the Center for Health Sciences A1-241. The lab hours are Monday through Friday 8AM to 5PM (closed on Saturdays and Sundays). This lab is not available for drop-in use.

The Biostatistics Department is very excited to offer two newly renovated office space rooms for biostatistics graduate students, A1-228 CHS and A1-227 CHS. A1-227 CHS is only available to students who have passed the written comprehensive doctoral exam. For more information regarding assignment to cubicle in any of these rooms see Student Orientation Package or Student Affairs Officer to request an application/information packet.

Employment & Financial Aid

Aid comes in many forms. Besides government and University of California financial aid, students may be eligible for funds directly from the Department. Departmental aid is more merit-based than need-based. Outright gifts such as fellowships and fee waivers are harder to get than a research and teaching assistantship, which usually pays a portion of the fees. Most good students can expect a combination of aid. The one form of aid that is extremely competitive is the allocation of non-resident tuition waivers to foreign students. Once here, students in good academic standing will get continued support.
Students who are receiving financial support from the department must carry a full load of courses, 12 or more units, each quarter. The courses must be approved by the student’s academic advisor. Students who drop course(s) or otherwise do not comply with this requirement may be at risk of losing their financial support from the department.

**Employment**

Practically all doctoral students are able to find employment in the form of a stipend, fellowships, or other work related to their field (e.g. Readers, TA’s, Researchers). Many Master's students are also able to find employment, especially after they have finished a couple of quarters or if they take certain courses (such as Biostat 403A & M403B). Hourly wages usually range between $15-$22 per hour, with the more advanced students receiving the higher pay rate. Two positions, GSR (Graduate Student Researcher) and special reader carry fee remissions in addition to the standard pay. In some cases, GSR can also qualify for non-resident tuition remission.

If you are seeking employment as a special reader, you should apply at least six weeks in advance to ensure that you receive full consideration for the following quarter. The applications are on the department web site at [http://www.biostat.ucla.edu/current-students/student-employment](http://www.biostat.ucla.edu/current-students/student-employment). Applications must be updated every quarter. They will be destroyed after 90 days. Submit your application(s) to Roxy Naranjo via email at rlnaranjo@ph.ucla.

**Special Opportunities**

We have an AIDS training grant in the area of AIDS research. Students supported by this grant (US citizens and permanent residents) receive a stipend plus tuition and fees. UCLA is a major center for AIDS research, and the department is one of the few with such training opportunities. Other support for outstanding students includes nonresident tuition waivers and campus fellowship funds. Some federal public health traineeships are available to support U.S. citizens and permanent residents. Through the Health Career Opportunity Program, the University has special scholarship funds to support minority students who have high potential for graduate study.

**Work study and other need based support**

Health, Safety & Security

Arthur Ashe Student Health and Wellness Center is an outpatient clinic designed especially for UCLA students. Registration fees subsidize most services and a current BruinCard is required for service. For more details and for the most up-to-date information visit their web site http://www.studenthealth.ucla.edu

Mental Health Services range from routine counseling and psychotherapy to a phone hotline.

Student Psychological Services (320) 825-0768
http://www.counseling.ucla.edu/
Peer Helpline (8pm to midnight) (310) 825-HELP

The UCLA Police Department provides FREE ESCORT SERVICE every day of the year from dusk until 1:00 a.m. Uniformed escorts - specially trained UCLA students employed by the UCLA Police Department - are available to walk students, faculty and staff members between campus buildings and local living areas or Westwood Village. To obtain an escort, call (310) 794-WALK about 15 minutes before you need one. For more information go to:
http://map.ais.ucla.edu/go/1000806

Free Evening Van Service is provided for a safe and convenient mode of transportation around campus at night Monday through Thursday from 6 p.m. to 11:00pm. For a map of the van routes, go to: http://www.ucpd.ucla.edu/evening_van_service_map.pdf. For more information, call (310) 825-4774 or if on campus dial x 5-4774.

Phone Numbers:
EMERGENCY – Police, Fire or Medical 911
Emergency Information Hotline (800) 900-UCLA
UCLA Police Department (24 hours) (310) 825-1491
http://www.ucpd.ucla.edu
UCLA Emergency Room (24 hours) (310) 825-2111
Environmental, Health & Safety (310) 825-5689
Campus Escort Service (dusk to 1am) (310) 794-WALK web address above
UCLA Evening Van Service (310) 825-9800 web address above
UCLA Emergency Radio AM 1630

For more information please see the UCLA General Catalog 2010-2011.

Lockers

Lockers within the School of Public Health (on the A-level, and from 2nd through 7th floors) are available to all Public Health Students. Locker assignments are handled by the School of Public Health Dean’s Office in 16-035 CHS. Lockers are assigned on a first come basis. Please refer to the locker assignment handout in your orientation folder for the policy and procedure.
A limited number of lockers are available within the Department of Biostatistics, email Roxy Naranjo rlnaranjo@ph.ucla.edu for further details. Lockers are assigned on a first come basis.

**Parking Information and Transportation Services (for Students)**

To obtain quarterly deadline dates and information on how to apply for a parking permit, van pool, ride share, GoBruin bus program and other available transportation services, go to: [http://www.transportation.ucla.edu/students/index.htm](http://www.transportation.ucla.edu/students/index.htm) Their office is located at 555 Westwood Plaza, corner of Westwood Blvd. & Strathmore Avenue (in front of Parking Structure 8, Level 2).

**Student Life**

There are many ways to enrich your time at UCLA. There are many different cultures represented on campus, in the School, and in the Department. Explore these. The School has an active student association, the Public Health Student Association (PHSA). This is a good way of learning about other Departments, and that they have many of the same concerns that we do.

The Department has three big social events each year. Early in the Fall Quarter, the Faculty sponsored a Welcome-to-UCLA party at the Sunset Canyon Recreation Center on campus. This is a good way to come and meet your fellow students, faculty and families. We have a pot-luck Holiday Party in which everyone brings food to share. This is held just before or the Friday of the final exams of the fall quarter. In late May or early June, a student-organized spring picnic is held. It’s a celebration of a good year (we hope) coming to an end. We very much want you to come to these parties - they let all of us get to know each other in a less formal atmosphere.

The School of Public Health is looking for student representatives to serve on various school-wide and departmental committees. If you are interest, please contact Dr. Cumberland by email (wgc@ucla.edu).

The Graduate Students Association of UCLA is the graduate student government for the nearly 10,000 graduate and professional students at the University of California, Los Angeles. GSA provides services and programs for UCLA graduate and professional students, and represents those students in administrative, campus, and statewide affairs. Every graduate or professional student at UCLA is automatically a member of the Graduate Students Association. In part, this means that $13.00 of each graduate or professional student's quarterly fees goes to GSA. These funds are used to provide programs and services for graduate and professional students at UCLA. There are many opportunities for participation in GSA-related activities, including departmental graduate representation, councils, forum, or running for one of the three GSA officer positions elected every spring quarter. Some representative appointments include stipends. For
more information go to http://gsa.asucla.ucla.edu/ or call (310) 206-8512, email: gsa@asucla.ucla.edu

**Student Mail Folders/Announcements**

Biostatistics students have mail folders in the Biostatistics Department office, Room 51-254. Announcements and mail arriving at the Biostatistics office will be placed in your folder. Students should check their mail folders regularly.

Do NOT have personal mail sent to the department.

Also, students should check the bulletin boards outside the Department office for information on courses, seminars, workshops, fellowships, scholarships and job bulletins.

**Student Photo-ID Card (BRUINCARD)**

BruinCard is the official UCLA identification card. Many services are accessible with this card, including access to campus libraries, athletic facilities, labs, and dorms. The card can also act as a debit card for purchasing food, books, and supplies from many UCLA student stores and eating facilities around campus. Photo identification is free to all students. The replacement cost for lost/stolen cards is $23.50 charged to your BAR account.

To report a lost or stolen card you should:

1. Online - click **Suspend Card** on the left menu at website: https://secure.bruincard.ucla.edu/bcw/web/Home.aspx
2. Call 310-825-2336 or 310-825-4775.
3. Email bruincard@finance.ucla.edu

**Campus Location and Hours:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Kerckhoff Hall</td>
<td>9am - 4pm Monday-Friday</td>
</tr>
<tr>
<td>150A Sproul Hall</td>
<td>9am - 4pm Monday-Friday</td>
</tr>
<tr>
<td>B8-153 Neuropsychological Institute</td>
<td>8:30-11:30am, 1-4pm</td>
</tr>
<tr>
<td>For Health Care Badges Only</td>
<td>Monday-Thursday</td>
</tr>
<tr>
<td></td>
<td>8:30-11:30am Friday</td>
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For more information go to http://www.bruincard.ucla.edu
It is the individual STUDENT’S RESPONSIBILITY to meet all requirements and deadlines.

The Biostatistics faculty and staff are here to assist you.

WELCOME!