University of California, Los Angeles
School of Public Health

Department of Biostatistics

2005 ~ 2006
Student Handbook

William G. Cumberland, Ph.D.
Professor and Chair
September 2005
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, 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 level, 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 careers in industry and government.

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 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.
Dept Administrator: Kathe Shea
   Email: kshea@ucla.edu
   Room #: 51-254B CHS
   Phone #: (310) 825-5370

Student Affairs: Carol Yasutomi
   Email: cyasutom@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
   Web Site: http://www.biostat.ucla.edu

Office Hours: Monday – Friday: 9:00 - 12:00 PM & 1:00 - 5:00 PM
(Closed 12:00 - 1:00 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.

W. John Boscardin, Ph.D., Berkeley.
Assistant Professor in Residence
Joint appointment with Surgery/Neurosurgery
Email: jbosco@ucla.edu
Areas of Interest: Bayesian statistics, longitudinal data, Markov Chain Monte Carlo (MCMC) and other computational methods.

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@brahms.ph.ucla.edu
Areas of Interest: Inference in nonparametric and semiparametric models, survival analysis, counting processes, data transformations.

Naihua Duan, Ph.D., Stanford.
Professor in Residence
Joint appointment with Psychiatry/Biobehavioral Sci.
Email: naihua@mednet.ucla.edu
Areas of Interest: Study design in health services research, HIV prevention research, and vaccine consumer research; evidence-based medicine and evidence farming; transformation models, model robustness, causal inference, multilevel models, sample survey, nonparametric and semi-parametric methods.
David A. Elashoff, Ph.D., Stanford.
Assistant Professor Room #: 21-254C CHS
Joint appointment with Nursing Phone #: (310) 794-7835
Email: dae@ucla.edu Fax #: (310) 267-2113
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 Room #: AV-327 CHS
Joint appointment with Biomathematics Phone #: (310) 825-9421
Fax #: (310) 825-8685
Areas of Interest: Survival analysis, repeated measures analysis, clinical trials design and analysis.

David W. Gjertson, Ph.D., UCLA.
Adjunct Professor Room #: 15-30 Rehab Bldg
Joint appointment with Pathology 1000 Veteran Ave
Email: gjertson@ucla.edu Phone #: (310) 206-0255
Fax #: (310) 206-3216
Areas of Interest: Statistical genetics, measurement error models.

Jeffrey Gornbein, Dr.P.H., UCLA.
Lecturer, Biostatistics & Biomathematics Room #: AV-516 CHS
Senior Statistician, SBCC Phone #: (310) 825-4193
Email: gornbein@ucla.edu Fax #: (310) 825-8685
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.
Assistant Professor Room #: 4357A Gonda
Joint appointment with Human Genetics Phone #: (310) 825-9299
Email: shorvath@mednet.ucla.edu Fax #: (310) 794-5446
Areas of Interest: Statistical genetics and bioinformatics.

Christina Ramirez Kitchen, Ph.D., Cal Tech.
Assistant Professor in Residence 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.
Adjunct 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, and pharmaceutical statistics.

James W. Sayre, Dr.P.H., UCLA.
Adjunct 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.

Janet Sinsheimer, Ph.D., UCLA.
Associate 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.

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

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

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

Virginia A. Clark, Ph.D., UCLA.
Professor Emerita
Wilfrid J. Dixon, Ph.D., Princeton.
Professor Emeritus
Email: wdixon@biomath.ucla.edu
Joint appointment with Biomathematics.

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

Olive Jean Dunn, Ph.D., UCLA.
Professor Emerita

Donald Guthrie, Ph.D., Stanford.
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
Email: rij@math.ucla.edu
Area of Interest: Statistical computing.

Jean L. Mickey, Ph.D., Iowa.
Lecturer Emerita

Public Health Telephone & Room Numbers

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Dean</td>
<td>(310) 825-6381</td>
</tr>
<tr>
<td>Student Services Office</td>
<td>(310) 825-5524</td>
</tr>
<tr>
<td>Biostatistics Department Office</td>
<td>(310) 825-5250</td>
</tr>
<tr>
<td>Community Health Sciences Department Office</td>
<td>(310) 825-5308</td>
</tr>
<tr>
<td>Environmental Health Sciences Department Office</td>
<td>(310) 206-1619</td>
</tr>
<tr>
<td>Epidemiology Department Office</td>
<td>(310) 825-8579</td>
</tr>
<tr>
<td>Health Services Department Office</td>
<td>(310) 825-2594 &amp; 825-7863</td>
</tr>
<tr>
<td>Public Health Student Association</td>
<td>(310) 206-3352</td>
</tr>
<tr>
<td>Biostatistics Consulting Lab</td>
<td>(310) 206-6346</td>
</tr>
<tr>
<td>SPH Instructional Computer Lab</td>
<td>(310) 206-6346</td>
</tr>
<tr>
<td>Technology &amp; Learning Center (TLC)</td>
<td>(310) 825-3034</td>
</tr>
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</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
- Statistics 100B  Statistical Theory

- and 12 units of special topics courses from Biostatistics M210 through M238 (except M215), M250 through 285, 403A, 404, 410 through 419. At least 4 of the 12 units must be in the 200 series.

Highly recommended courses:

- Biostatistics 202  Theory of Regression Analysis
- 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).
**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 suites their interests and goals.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td></td>
<td>2. Stat 100A (required)</td>
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<td>2. Biostat 406</td>
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<td>- fulfills special topic* requirement -</td>
<td>4. Special topic* (elective)</td>
<td>4. Public Health or Statistics elective</td>
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<tr>
<td></td>
<td>or Biostat 212 (elective)</td>
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<td>- fulfills special topic* requirement -</td>
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<th>Spring</th>
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<tr>
<td></td>
<td>2. Biostat 202</td>
<td>2. Special topic* (elective)</td>
<td>2. Biostat 240 (required)</td>
</tr>
<tr>
<td></td>
<td>or Consulting**</td>
<td></td>
<td>- MS Comprehensive Exam -</td>
</tr>
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</table>

**Notes:**

* 12 units of special topics courses from Biostatistics M210 through M237B (except M215), M250 through 285, 403A, 404, 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 202 Theory of Regression Analysis
- 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 courses)

   Field 2: Mathematical Statistics
   - Statistics 200A, B Applied Probability

   Highly recommended:
   - Statistics 200C Large Sample Theory, Including Resampling

   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. Examinations

   The written comprehensive examinations are taken on 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 200A, B 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 202 Theory of Regression Analysis
- 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 suite their interests and goals. Schedules vary after the first year.

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>5. Biostat 409</td>
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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:
   - 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:
   - Biostatistics 110A, B  Basic Biostatistics
   - Biostatistics 200A  Biostatistics
   - Biostatistics 201  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 8 units of elective courses (special topics) from Biostatistics 200B, 200C, M210 through M238, 403B, 404, 410 through 419.

   Additional elective courses are recommended and should be selected in biostatistics, 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.

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<tr>
<th>Year 1 (2005-06)</th>
<th>Fall</th>
<th>Winter</th>
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<tbody>
<tr>
<td></td>
<td>1. Biostat 110A (required)</td>
<td>1. Biostat 110B (required)</td>
<td>1. Special topic* (elective)</td>
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<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>
<td></td>
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</table>

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<th>Year 2 (2006-07)</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:**

* 8 units of elective courses (special topics) from Biostatistics 200B, 200C, M210 through M238, 403B, 404, 410 through 419.

** 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 should include:

- 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

REQUIREMENTS FOR THE DEGREE:

1. Course Requirements:
   Unless previously taken:

- Biostatistics 115  Topics in Estimation
- Biostatistics 200A, B, C  Biostatistics
- Biostatistics 202  Theory of Regression Analysis
- Biostatistics M215  Survival Analysis
- Biostatistics 250A, B  Linear Models
- Biostatistics 245  Doctoral Seminar (for more info see #5)
- Biostatistics 409  Biostatistics Consulting (for more info see #4)
- 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. 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 201  Topics in Applied Regression
- Biostatistics 202  Theory of Regression Analysis
- 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

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 (additional area of concentration)

Students must take a minimum of 24 units selected with the consent of the academic advisor in the 200 or 400 level in at least two School of Public Health Departments other than Biostatistics. School requirements list an additional area of concentration, which may be either inside or outside the School. See 4 (following) for the field experience requirement which can be substituted for this.

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. This may be used as the additional area of concentration referred to in 3 above.

5. Doctoral Seminar

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.

6. 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).
## 2005-06 Biostatistics Class Schedule

<table>
<thead>
<tr>
<th>Courses</th>
<th>Instructor</th>
<th>Time/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2005</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biostat 100A</td>
<td>Introduction to Biostatistics</td>
<td>D. Gjertson</td>
</tr>
<tr>
<td>Biostat 110A</td>
<td>Basic Biostatistics</td>
<td>D. Elashoff</td>
</tr>
<tr>
<td>Biostat 200A</td>
<td>Biostatistics</td>
<td>J. Boscardin</td>
</tr>
<tr>
<td>Biostat 202</td>
<td>Theory of Regression Analysis</td>
<td>J. Boscardin</td>
</tr>
<tr>
<td>Biostat M208</td>
<td>Introduction to Demographic Methods</td>
<td>E. Frankenberg</td>
</tr>
<tr>
<td>Biostat 212</td>
<td>Distribution Free Methods</td>
<td>C. Kitchen</td>
</tr>
<tr>
<td>Biostat M215</td>
<td>Survival Analysis</td>
<td>G. Li</td>
</tr>
<tr>
<td>Biostat 245</td>
<td>Advanced Seminar in Biostatistics</td>
<td>D. Dabrowska</td>
</tr>
<tr>
<td>Biostat 250A</td>
<td>Linear Statistical Models</td>
<td>W. Wong</td>
</tr>
<tr>
<td>Biostat 275</td>
<td>Advanced Survival Analysis</td>
<td>D. Dabrowska</td>
</tr>
<tr>
<td>Biostat 296</td>
<td>Seminar: Research Topics in Biostatistics</td>
<td>G. Li</td>
</tr>
<tr>
<td>Biostat 402B</td>
<td>Biostatistical Consulting</td>
<td>W. Wong</td>
</tr>
<tr>
<td>Biostat 403A</td>
<td>Computer Management of Health Data</td>
<td>J. Sayre</td>
</tr>
<tr>
<td>Biostat 409</td>
<td>Doctoral Consulting Seminar</td>
<td>D. Gjertson</td>
</tr>
<tr>
<td><strong>Winter 2006</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biostat 100B</td>
<td>Introduction to Biostatistics</td>
<td>A. Afifi</td>
</tr>
<tr>
<td>Biostat 110B</td>
<td>Basic Biostatistics</td>
<td>W. Cumberland</td>
</tr>
<tr>
<td>Biostat 200B</td>
<td>Biostatistics</td>
<td>T. Belin</td>
</tr>
<tr>
<td>Biostat 201</td>
<td>Topics in Applied Regression</td>
<td>J. Gornbein</td>
</tr>
<tr>
<td>Biostat 230</td>
<td>Statistical Graphics</td>
<td>R. Weiss</td>
</tr>
<tr>
<td>Biostat 245</td>
<td>Advanced Seminar in Biostatistics</td>
<td>R. Weiss</td>
</tr>
<tr>
<td>Biostat 250B</td>
<td>Linear Statistical Models</td>
<td>S. Horvath</td>
</tr>
<tr>
<td>Biostat 278</td>
<td>Statistical Analysis of DNA Microarray Data</td>
<td>Elashoff/Horvath</td>
</tr>
<tr>
<td>Biostat 288</td>
<td>Seminar: Statistics in AIDS (2.0)</td>
<td>W. Cumberland</td>
</tr>
<tr>
<td>Biostat 402A</td>
<td>Principles of Biostatistical Consulting</td>
<td>D. Gjertson</td>
</tr>
<tr>
<td>Biostat 402B</td>
<td>Biostatistical Consulting</td>
<td>W. Wong</td>
</tr>
<tr>
<td>Biostat M403B</td>
<td>Computer Management of Health Data</td>
<td>L.V. Smith</td>
</tr>
<tr>
<td>Biostat 409</td>
<td>Doctoral Consulting Seminar</td>
<td>D. Gjertson</td>
</tr>
<tr>
<td><strong>Spring 2006</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biostat 100A</td>
<td>Introduction to Biostatistics</td>
<td>M. Lee</td>
</tr>
<tr>
<td>Biostat 115</td>
<td>Topics in Estimation</td>
<td>D. Dabrowska</td>
</tr>
<tr>
<td>Biostat 200C</td>
<td>Biostatistics</td>
<td>W. Wong</td>
</tr>
<tr>
<td>Biostat 233</td>
<td>Statistical Methods in AIDS (2 units)</td>
<td>W. Cumberland</td>
</tr>
<tr>
<td>Biostat M235</td>
<td>Causal Inference</td>
<td>T. Belin</td>
</tr>
<tr>
<td>Biostat M237</td>
<td>Applied Genetic Modeling</td>
<td>J. Sinsheimer</td>
</tr>
<tr>
<td>Biostat 240</td>
<td>MS Student Seminar</td>
<td>W. Wong</td>
</tr>
<tr>
<td>Biostat 245</td>
<td>Advanced Seminar in Biostatistics</td>
<td>G. Li</td>
</tr>
<tr>
<td>Biostat 251</td>
<td>Multivariate Biostatistics</td>
<td>R. Weiss</td>
</tr>
<tr>
<td>Biostat 255</td>
<td>Advanced Topics &amp; Probability in Biostatistics</td>
<td>D. Dabrowska</td>
</tr>
<tr>
<td>Biostat 296</td>
<td>Seminar: Research Topics in Biostatistics</td>
<td>G. Li</td>
</tr>
<tr>
<td>Biostat 402B</td>
<td>Biostatistical Consulting</td>
<td>D. Gjertson</td>
</tr>
<tr>
<td>Biostat M403B</td>
<td>Computer Management of Health Data</td>
<td>L.V. Smith</td>
</tr>
<tr>
<td>Biostat 406</td>
<td>Applied Multivariate Biostatistics</td>
<td>A. Afifi</td>
</tr>
<tr>
<td>Biostat 409</td>
<td>Doctoral Consulting Seminar</td>
<td>D. Gjertson</td>
</tr>
<tr>
<td>Biostat 413</td>
<td>Introduction to Pharmaceutical Statistics</td>
<td>M. Lee</td>
</tr>
</tbody>
</table>
# UCLA Calendar

## Highlights from UCLA Annual Calendar 2005-2006

For the complete calendar, go to [http://www.registrar.ucla.edu/calendar/calendar05.htm](http://www.registrar.ucla.edu/calendar/calendar05.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 of $10. URSA enrollment deadlines end at midnight on the published date.

The calendars below as well as academic calendars to the year 2008 are available online at: [http://www.registrar.ucla.edu/calendar/](http://www.registrar.ucla.edu/calendar/)

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Fall 2005</th>
<th>Winter 2006</th>
<th>Spring 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day to obtain Student Parking Request forms at Parking Services or apply online</td>
<td>June 6</td>
<td>September 26</td>
<td>January 3, 2006</td>
</tr>
<tr>
<td>Last day to submit Student Parking Request for campus parking permit</td>
<td>July 29</td>
<td>October 28</td>
<td>January 27</td>
</tr>
<tr>
<td>Schedule of Classes available online</td>
<td>June 13</td>
<td>October 31</td>
<td>February 6</td>
</tr>
<tr>
<td>First day for continuing students to check URSA at <a href="http://www.ursa.ucla.edu">http://www.ursa.ucla.edu</a> for assigned enrollment appointments</td>
<td>June 15</td>
<td>November 2</td>
<td>February 7</td>
</tr>
<tr>
<td>URSA enrollment appointments begin</td>
<td>June 27</td>
<td>November 17</td>
<td>February 21</td>
</tr>
<tr>
<td>Check URSA for registration fee assessment</td>
<td>August 29</td>
<td>November 23</td>
<td>February 24</td>
</tr>
<tr>
<td><strong>REGISTRATION FEE PAYMENT DEADLINE</strong></td>
<td>September 20</td>
<td>December 20</td>
<td>March 20</td>
</tr>
<tr>
<td>LATE registration fee payment automatically assessed to students not paid</td>
<td>September 21</td>
<td>December 21</td>
<td>March 21</td>
</tr>
<tr>
<td><strong>QUARTER BEGINS</strong></td>
<td>September 26</td>
<td>January 4</td>
<td>March 29</td>
</tr>
<tr>
<td><strong>INSTRUCTION BEGINS</strong></td>
<td>September 29</td>
<td>January 9</td>
<td>April 3</td>
</tr>
<tr>
<td>Classes are dropped if fee payment is not completed by 5 p.m.</td>
<td>September 30</td>
<td>January 6</td>
<td>March 30</td>
</tr>
<tr>
<td>Orientation meetings on format for master's theses and doctoral dissertations (see the Theses and Dissertations Adviser, 21560 Young Research Library)</td>
<td>October 13-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LAST DAY (End of Second Week)</strong></td>
<td>October 14</td>
<td>January 20</td>
<td>April 14</td>
</tr>
<tr>
<td>1. To change Study List (add, drop courses) without fee through URSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. To enroll in courses for credit without $50 late Study List fee through URSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. To check wait lists for courses through URSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. To file graduate leaves of absence with Graduate Division, 1255 Murphy Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. For full refund on textbooks with UCLA Store receipt</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>SPH DATA SHEET DUE</strong> – Last day for all Public Health students to complete data sheet at the Student Affairs Office (16-071 CHS by 3pm). A HOLD will be placed on your record if data sheet is not completed by this day.</td>
<td>October 14</td>
<td>January 20</td>
<td>April 14</td>
</tr>
<tr>
<td>Last day for all graduate students to ADD courses with $3 per course fee through URSA</td>
<td>October 21</td>
<td>January 27</td>
<td>April 21</td>
</tr>
<tr>
<td>Fee Deferral Payment Deadline (Graduate Students)</td>
<td>November 18</td>
<td>February 20</td>
<td>May 19</td>
</tr>
<tr>
<td>Last day to file completed copies of theses for master's degrees and dissertations for doctoral degrees to be conferred in current term with the University Theses and Dissertations Adviser, 330 Powell Library</td>
<td>December 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>December 9</td>
<td>March 17</td>
<td>June 9</td>
</tr>
<tr>
<td><strong>LAST DAY (End of Tenth Week)</strong></td>
<td>December 9</td>
<td>March 17</td>
<td>June 9</td>
</tr>
<tr>
<td>1. For graduate students to change grading basis (optional S/U) with $3 per course fee through URSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. For graduate students to DROP courses with $3 per course fee through URSA</td>
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</tr>
<tr>
<td><strong>INSTRUCTION ENDS</strong></td>
<td>December 9</td>
<td>March 17</td>
<td>June 9</td>
</tr>
<tr>
<td>Common Final Examinations</td>
<td>December 10-11</td>
<td>March 18-19</td>
<td>June 10-11</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>December 12-16</td>
<td>March 20-24</td>
<td>June 12-16</td>
</tr>
<tr>
<td><strong>QUARTER ENDS</strong></td>
<td>December 16</td>
<td>March 24</td>
<td>June 16</td>
</tr>
<tr>
<td>Commencement weekend (by college/school)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day to obtain GPA for term grades through URSA</td>
<td>January 7, 2006</td>
<td>April 15</td>
<td>July 8</td>
</tr>
<tr>
<td>Academic and Administrative Holidays</td>
<td>November 11</td>
<td>January 16</td>
<td>March 31</td>
</tr>
<tr>
<td></td>
<td>November 24-25</td>
<td>February 20</td>
<td>May 29</td>
</tr>
<tr>
<td></td>
<td>December 26-27</td>
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<tr>
<td></td>
<td>December 30-</td>
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<tr>
<td></td>
<td>January 2</td>
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</tr>
</tbody>
</table>
Important Academic Information

Official Materials 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 Services Office

Biostatistics
The Student Affairs Officer for the Biostatistics Department is Ms. Carol Yasutomi. Her room number is 51-254 CHS, phone number is (310) 267-2186 and email address is cyasutom@ucla.edu. If you have any questions pertaining to your graduate study here at UCLA, do not hesitate to give her a call or stop by her office during her 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, Tuesday, Thursday and Friday 9:30am-3:30pm (closed Wednesdays). Room 16-071A Center for Health Sciences (first floor). Phone Number: (310) 825-5524.

Academic Advisor
Students are assigned a faculty advisor prior to the beginning of their academic program. Students should initially contact their advisors discuss their course of study and thereafter should stay in contact on a regular basis. The students are expected to meet with their advisor at least once per quarter to discuss your 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 must petition to advancement to candidacy. Advancement to candidacy is a requirement for all M.S. and M.P.H. degree candidates. A workshop will be held in February. If you miss the workshop, petitions for advancement to candidacy can be picked up in the Student Affairs Office, Room 16-071A CHS. The forms must be completed and returned to the Student Affairs Office. Please be sure to have filled in all required
information and special instruction per the direction on the forms or by the Student Affairs Office Staff.

The deadline for Advancement to Candidacy for fall and winter quarters is generally the first week of that given quarter.

The Student Affairs Services regularly posts the specific due dates.

**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 approved from the department, the school, the Registrar or whoever has authority over the particular request. Do all petitions as soon as possible during your career at UCLA.

**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/residence.htm](http://www.registrar.ucla.edu/faq/residence.htm) or call the Residence Deputy at (310) 825-1091, option 7. This is very important. Otherwise, you may have to pay non-resident tuition during your second year and so forth.

**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 the same hours as the library. Hours can be found posted on the front door of the Biomedical Library or at [http://www2.library.ucla.edu/about/hours.cfm](http://www2.library.ucla.edu/about/hours.cfm), click “Biomedical Library”. For additional information, please visit [http://www2.library.ucla.edu/biomed/index.html](http://www2.library.ucla.edu/biomed/index.html)

Public Health also has a student computer lab that is located in CHS A1-241 in the Center for Health Sciences for drop-in computing use, with the exception of hours when classes are in session. A weekly updated schedule is posted outside of A1-241. Student user accounts are assigned and renewed on a quarterly basis and students using the lab must be enrolled in at least one Public Health course. The lab hours are posted by the A1-241 door. The lab is staffed by lab assistants who will help with basic computer functions. However, they are not tutors. Please note: this is scheduled to close after the Fall quarter. Students will be encourage to start using the UCLA Biomedical Library’s Technology & Learning Center computers.

The instructional computer lab is located in CHS A1-269. 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 student computer lab is located in CHS A1-228. See Carol Yasutomi for an access code.
Comprehensive exams

Master’s Students
Comprehensive exams for second year MS and MPH students are given near the end of the Spring quarter.

Doctoral Students
Biostatistics Ph.D. Comprehensive Exam / Theoretical Statistics Qualifying Exam for doctoral students are given at the end of September.

Biostatistics Dr.P.H. Screening and Comprehensive Exams are in the Spring.

Past examinations are considered public. You can arrange to borrow a set to copy. 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 are listed on the Graduate Division web page under the “Department and Majors” (“Biostatistics” for MS and PhD students and “Public Health” 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 the URSA Online web-based student system is available at [http://www.ursa.ucla.edu](http://www.ursa.ucla.edu). This system requires your 9-digit UCLA identification number, and your 4-digit security code. 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 getting Permission to Enroll Access Number (PTE #) from the instructor. Make sure that you have the correct 9-digit course ID number.

Course Waivers
For M.P.H. and Dr.P.H. students: Prior to the beginning or during the Fall quarter, waiver exams for EnvHlth 100 and Epi 100 waiver examinations are scheduled and given by those department. A waiver examination for ComHlth 100 will be giving the week before the Winter and Spring quarters. For HlthSev 100 waiver exam, contact the Health Services Department. Please refer to your Public Health orientation packet and/or contact the departments for further information.

For 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) passing a waiver exam. For the petition and additional information, see Carol.

English as a Second Language
All non-native speakers of English new to UCLA are required to take the English as a Second Language Placement Exam (ESLPE). Students may be exempt from this requirement or may be
required to take up to three courses of the English 33 series according to their performance on this examination. Please do not delay. If needed, 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 the 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. Please look at [http://www.humnet.ucla.edu/humnet/al/frames/eslpe.htm](http://www.humnet.ucla.edu/humnet/al/frames/eslpe.htm) 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:

Week 2: Enrollment in all coursework.

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

Week 4-10: $13 for adds and $3 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 on 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 material and that the material you did complete was of passing quality. This must be arranged 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. A grade is added to the transcript upon the students’ satisfactorily 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” grade automatically lapses to an “F” or “U” as appropriate.

Your grades are available through the URSA Online System. After you have logged in with your University ID and 4 digit PIN number, choose either Term Grades and GPA Information, or 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.

**Library**

There are four main libraries you need to know about: 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 in your program. There are Xerox machines available in the Biomedical Library for your use. Website: [www.library.ucla.edu](http://www.library.ucla.edu)

**Biostatistics Library:** Following the death 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. It is dedicated to refurbishing the Library in the Department. On August 9, 1997, the Frank J. Massey Memorial Library was dedicated with a ceremony and reception for the Massey family, donors and friends. Today, the library is open to Biostatistics faculty, staff and students.

**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.

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

Do **NOT** have personal mail sent to the department.

**Seminar**

The Biostatistics seminars are held at 3:30 PM on Wednesdays. It is required for doctoral students, but we encourage all students 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/course/seminars/seminars.htm#current](http://www.biostat.ucla.edu/course/seminars/seminars.htm#current).

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

General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, normal progress toward degree, withdrawal and number of other matters can be found at: [http://www.gdnet.ucla.edu/gasaa/library/spintro.htm](http://www.gdnet.ucla.edu/gasaa/library/spintro.htm) It also provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and
its Graduate Council, 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 classes 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 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. Official transcript costs $5.00 per copy. Transcript request forms are located on the first floor of Murphy Hall, or an Adobe Acrobat version can be downloaded from [http://www.registrar.ucla.edu/forms](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.

**Other Important Student Information**

**Email Account**

Bruin Online - Email Account: [http://www.bol.ucla.edu/](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/](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](http://www.bol.ucla.edu)

**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. The applications are on the department web site at [http://www.ph.ucla.edu/biostat/current/employ.htm](http://www.ph.ucla.edu/biostat/current/employ.htm). Furthermore, employment as a TA, Reader, or GSR requires application for position as a reader and application for part-time employment. Applications must be updated every quarter. They will be destroyed after 90 days. Submit your application(s) to Carol Yasutomi in 51-254A CHS or by mail: c/o Carol Yasutomi, Department of Biostatistics, UCLA School of Public Health, Box 951772, Los Angeles, CA 90095-1772.

**Special Opportunities**

We have an AIDS training grant in the area of AIDS research. Student 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**

Apply directly to campus.

**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 detail and for the most up-to-date information visit their web site is [http://www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu)

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

- Student Psychological Services (320) 825-0768 [http://www.sps.ucla.edu](http://www.sps.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 794-WALK about 15-20 minutes before you need one. For more information go to:  
http://www.ucpd.ucla.edu/ucpd/services_escort.html

**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/ucpd/cso/ For more information, call (310) 825-9800 or if on campus dial x 5-9800.

**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 810

For more information please see to the UCLA General Catalog 2005-2007 (pages 22-23) or the UCLA Emergency web site at http://www.ucla.edu/about/emergency.html

**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, see Carol in room 51-254 CHS 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  
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 lots of 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 - it lets 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 interested, 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 participating in GSA-related activity, 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 Photo-ID Card (BRUINCARD)**

http://www.bruincard.ucla.edu

BruinCard is the official UCLA identification card. Many services are accessible with this card, including access to campus libraries, athletic facilities, labs, and dorms and acts 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 $20 charged to your BAR account. Report lost or stolen cards ASAP at (310) 206 - 3199.

BruinCard offices:

123 Kerckhoff Hall, (310) 825 – 2336
Hours: 9:00 am - 4:00 PM (Mon - Fri)

150-A Sproul Hall (Sunset Plaza), (310) 825 – 4775
Hours: 9:00 am - 4:00 PM (Mon - Fri)

*It is the individual STUDENT’S RESPONSIBILITY to meet all requirements and deadlines. The faculty and staff are here to assist you.*