

**BRP** The Bruin Readmission Program is designed to allow access to campus resources for academically dismissed UCLA students. BRP is a collaboration between College Academic Counseling (CAC), the Academic Advancement Program (AAP), and the Student Retention Center (SRC).

Through group and individual learning, the program helps dismissed students build the skills and confidence necessary for success and to find new sources of motivation and self-esteem that are vital to persist through graduation.

BRP is a one-term readmission program in the Winter or Spring quarters. Participants will be enrolled in three classes that satisfy degree requirements and a two-unit pass/no pass University Studies course specifically designed for BRP Participants. Throughout the quarter, participants will meet with a College Counselor and SRC Peer Counselor. Participants will also attend workshops on various academic topics.

Satisfactory completion of the program will allow the participant to continue the following academic term.

BRP is only one of several ways of being readmitted back to UCLA. Other readmission options may be more appropriate. Please make an appointment with a College Counselor who can carefully review your records and options.

College Academic Counseling  
A316 Murphy Hall  
310.825.3382  
[www.ugeducation.ucla.edu/counseling/](http://www.ugeducation.ucla.edu/counseling/)

Academic Advancement Program  
1205 Campbell Hall  
310.825.1481  
[www.aap.ucla.edu](http://www.aap.ucla.edu)

The Student Retention Center (SRC) is another resource UCLA students can also contact for information, peer counseling, programming, and other year-round services.

Student Retention Center  
105 Student Activities Center  
310.825.5969  
[www.communityprograms.ucla.edu/SRC.html](http://www.communityprograms.ucla.edu/SRC.html)

Questions?  
Email: [BRP@college.ucla.edu](mailto:BRP@college.ucla.edu)

# Bruin Readmission Program

Once a Bruin,  
Always a Bruin

**UCLA**  
COLLEGE OF  
LETTERS AND SCIENCE

## Eligibility

In order to apply for BRP, applicants should meet the following requirements:

1. Academic Dismissal from UCLA as a result of grades.
2. Eligible to pursue and complete a College of Letters and Science degree.
3. Removal of any financial holds prior to enrollment.
4. Demonstration of readiness to complete degree.
5. Not have participated in BRP previously.

## Application Deadlines

**Completed applications must be submitted to College Academic Counseling by:**

### Winter 2016:

Monday, October 5, 2015, 4pm

### Spring 2016:

Friday January 8, 2016, 4pm

Application is available online at:  
[www.ugeducation.ucla.edu/counseling/](http://www.ugeducation.ucla.edu/counseling/)

Late or incomplete applications will not be considered.

If you have completed coursework after your dismissal or are currently enrolled, you must include official or unofficial transcripts with your application.

Applicants will be contacted by email after October 26, 2015 for BRP Winter 2016 or after January 27, 2016 for BRP Spring 2016 to discuss results and options with a College Counselor.

## BRP Requirements

Satisfactory completion of the following mandatory program requirements will allow the BRP participant to continue into the following academic term.

1. Attend BRP Orientation.
2. Earn 'B' or better grades in all 3 classes.
3. Earn a 'Pass' in University Studies 30.
4. Meet weekly with SRC Peer Counselor, excluding workshop weeks.
5. Attend scheduled workshops. (In weeks 3, 6, and 9)
6. Meet with assigned College Counselor (1) by the end of week 1, (2) during weeks 5 or 6, and (3) after grades are posted and within 3 weeks of the end of the quarter.

## Fees & Financial Aid

Financial aid is available for participants who have submitted a FAFSA and are eligible. If not, participants will be charged the regular UC-student fees for the academic term.

If you have not submitted your FAFSA, please do so at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## Financial Holds

Financial holds from Collections, Housing, or Student Accounting can be the biggest barriers to readmission for some students. In order to be readmitted, all financial holds must be removed prior to enrollment. If you have financial holds and considering BRP for readmission, you are strongly encouraged to consult with the following offices as soon as possible to be aware of the balance owed and, if possible, to discuss repayment options.

Collections: (310) 794-2812

Housing: (310) 206-7011

Student Accounting: (310) 825-9194

## Important Dates

### Winter 2016

Oct. 5, 2015, 4pm	Application Deadline
Oct. 26, 2015	Applicants notified via email.
Nov. 10, 2015	Deadline for applicant to meet with a College Counselor to discuss results and plan program if accepted.  Do not wait to schedule an appointment.
Nov. 10, 2015	<b>All financial holds must be removed.</b>
Failure to meet with your Counselor and remove financial holds will prevent participation in the program.	
Jan. 4, 2016	Instruction begins for Winter 2016

### Spring 2016

Jan. 8, 2016, 4pm	Application Deadline
Jan. 27, 2016	Applicants notified via email.
Feb. 9, 2016	Deadline for applicant to meet with a College Counselor to discuss results and plan program if accepted.  Do not wait to schedule an appointment.
Feb. 9, 2016	<b>All financial holds must be removed.</b>
Failure to meet with your Counselor and remove financial holds will prevent participation in the program.	
Mar. 28, 2016	Instruction begins for Spring 2016

# BRUIN READMISSION PROGRAM

---

---

## INSTRUCTIONS

The Bruin Readmission Program (BRP) is a one-term readmission option for students who have been academically dismissed from UCLA. Participants will be enrolled in either Winter 2016 or Spring 2016.

### Academic Counseling Units

College Academic Counseling (CAC).....A316 Murphy Hall.....310.825.3382

Academic Advancement Program (AAP).....1205 Campbell Hall.....310.825.1481

### ELIGIBILITY:

Participant must:

1. have been academically dismissed from UCLA as a result of grades;
2. be eligible to pursue and complete a College of Letters and Science degree;
3. resolve any financial holds prior to enrollment;
4. demonstrate readiness to complete a College of Letters and Science degree; and
5. not have participated in BRP previously.

### CHECKLIST:

- Fill out all the required information on the application.
- Attach a typed explanation of what factors led to your dismissal and what has changed.
  - ⊛ Provide supporting documentation (e.g. medical or legal documentation, letters of verification or support).
  - ⊛ **NOTE:** If you previously applied for BRP and were not accepted, for the typed explanation, provide an update on your circumstances since you last applied.
- Provide official or unofficial transcripts from institutions you have attended or are currently attending since your dismissal (e.g. UCLA Extension, community colleges, etc.). You will need to provide official transcripts if accepted. **Applications will not be reviewed without transcripts.**
- Print and sign the completed form.
- Deliver, mail, email, or fax the completed application with your typed explanation and transcripts (if applicable) to:

#### Office/Mailing Address:

College Academic Counseling  
Attn: Bruin Readmission Program Advisory Board  
A316 Murphy Hall, Box 951430  
Los Angeles, CA 90095

#### Fax Number:

310.267.5166  
Attn: Bruin Readmission Program Advisory Board  
**NOTE:** Please get a receipt of proof or confirmation of the fax. We are not responsible for faxes not received.

#### Email:

BRP@college.ucla.edu  
Attn: Bruin Readmission Program Advisory Board

**NOTE:** Incomplete applications will not be considered.

### APPLICATION DEADLINE:

Spring 2016 BRP Term:.....Friday, January 8, 2016, no later than 4pm

**Applications must be received by these dates. Applications received after these dates will not be reviewed. Postmarks are also not accepted. Applications with missing transcripts will not be reviewed.**

Applicants will be notified by email to schedule a follow-up appointment after February 9, 2016 for Spring 2016 BRP Term to discuss results and options with a College Counselor.

### QUESTIONS?

Email: BRP@college.ucla.edu

# BRUIN READMISSION PROGRAM . APPLICATION

---

---

UCLA ID #  BRP Term

Last Name  First Name  Middle Initial

Mailing Address

City  State  Zip Code

Home Phone  Cell Phone

Primary Email  Secondary Email

How did you hear about the Bruin Readmission Program?

---

Will you have any of the following obligations or responsibilities while participating in BRP?  Yes  No  
Answer all that apply.

- Employment Hours/Week  Where
- Commuting\* # of miles each way  Mode of Transportation
- Child(ren) Age(s)

\*Check if commuting more than 5 miles each way to UCLA campus.  
What are your plans for child care while enrolled in BRP? Please explain.

- Other Explain

If you have any obligations or responsibilities, please describe how you will handle these and manage returning to UCLA.  
**DO NOT LEAVE BLANK.**

# BRUIN READMISSION PROGRAM

Did you utilize any of the following services prior to your dismissal?  Yes  No  
If yes, how often? Leave blank if never used.

Counseling & Psychological Services	<input type="text"/>	Office for Students with Disabilities	<input type="text"/>
Financial Aid and Scholarships	<input type="text"/>	Student Retention Center (SRC)	<input type="text"/>

Have you submitted a FAFSA or Renewal Application for the 2015-2016 academic year?  Yes  No

Are you interested in participating in BRP if you are not eligible to receive financial aid?  Yes  No

If yes, how will you pay for the program?

Do you have any financial holds (e.g. BAR, Housing, Collections)?  Yes  No

If yes, approximately how much money do you owe the university?

How will you pay the balance? **NOTE: Hold(s) must be removed by Nov. 10, 2015 for Winter 2016 or Feb. 9, 2015 for Spring 2016.**

Since your dismissal from UCLA, have you attended or are you currently attending any educational institution elsewhere (e.g. UCLA Extension, community college)?  Yes  No

If yes, provide name(s) of institution(s). **You must provide official or unofficial transcripts in order for your application to be considered. If the transcript(s) is not submitted, your application will not be reviewed.**

Institution 1	<input type="text"/>	Dates of Enrollment	<input type="text"/>	Units Completed	<input type="text"/>
Institution 2	<input type="text"/>	Dates of Enrollment	<input type="text"/>	Units Completed	<input type="text"/>
Institution 3	<input type="text"/>	Dates of Enrollment	<input type="text"/>	Units Completed	<input type="text"/>

If you are currently enrolled, please provide a study list.

Course 1	<input type="text"/>	Units	<input type="text"/>	Institution	<input type="text"/>
Course 2	<input type="text"/>	Units	<input type="text"/>	Institution	<input type="text"/>
Course 3	<input type="text"/>	Units	<input type="text"/>	Institution	<input type="text"/>
Course 4	<input type="text"/>	Units	<input type="text"/>	Institution	<input type="text"/>

# BRUIN READMISSION PROGRAM

---

---

What is your intended major?

If you are continuing in your previous major or a similar major, please discuss what issues you had previously and how or why you will be able to complete the major successfully at this time.

**NOTE:** If you have over 120 units, or are attempting the same or similar major (e.g. in the sciences) you must obtain a Department Evaluation. Please ask the Department Counselor to submit the evaluation to your Academic Counseling Unit.

---

What courses do you propose to take if admitted for the Winter BRP term or Spring BRP term?

Please consult the Schedule of Classes for course listings. [www.registrar.ucla.edu/schedule/schedulehome.aspx](http://www.registrar.ucla.edu/schedule/schedulehome.aspx)

Course #1

Alternative Course #1

Course #2

Alternative Course #2

Course #3

Alternative Course #3

---

## PERSONAL STATEMENT

Include a typed explanation of your situation to complete your application. Maximum 3 pages total.

Answer the following as fully as possible:

1. Please discuss all of the factors that led to your dismissal from UCLA?
2. Since your dismissal, what has changed that makes you feel ready to pursue your degree?

**If you have previously applied for BRP and are applying again**, for your typed explanation, answer the following:

1. Since you last applied, what has changed that makes you ready to pursue your degree? (e.g. removed financial holds, courses completed, resolved issues, etc.).

**NOTE:** If appropriate, please provide any documentation that will support your explanation (e.g. medical or legal documentation, letters of verification or support, etc.).

---

## IMPORTANT NOTICE TO PARTICIPANTS:

By signing below, I certify that the information contained on this application and all supporting documentation is true and accurate. I understand that incorrect or missing information may result in cancellation from the program and may be considered a violation of the Student Conduct Code.

---

Signature (required)

Print Name

Date

**BRUIN READMISSION PROGRAM  
CONTRACT AND INTENT TO PARTICIPATE  
WINTER 2016**

NAME: \_\_\_\_\_

UID: \_\_\_\_\_

COLLEGE COUNSELOR: \_\_\_\_\_

**I understand that, as a participant in the Winter 2016 Bruin Readmission Program:**

Any non-academic holds on my record must be cleared and I must meet with my College counselor by Tuesday, November 10, 2015. (Note: students may meet with a counselor before removing the hold, as long as the hold is removed by November 10.) Students with holds on their records after November 10 will be dropped from the program.

I must bring official transcripts of coursework taken since my dismissal (if not previously submitted with BRP application) to my appointment with my College counselor.

I must enroll in 3 courses approved by my College counselor, no later than Friday, November 27, 2015. ***Any changes to my study list may be made only with the approval of my College counselor.*** Failure to enroll may result in being cancelled from the program. Classes must be scheduled to avoid conflicting with BRP seminar and workshops. We will enroll you in the BRP seminar.

If I am receiving financial aid, I will work with the Financial Aid Office to ensure that my fees are disbursed by the payment deadline. If I am not receiving financial aid, I will pay tuition and fees. Full payment must be received by December 20, 2015. I am responsible for any costs for textbooks or other course related materials.

I will not be working, commuting, taking classes, or responsible for family/other obligations other than what has already been disclosed on my application or to my College counselor, and will notify my College counselor of any changes. *Failure to do so may result in cancellation from BRP.*

**Once the program begins, I will satisfy all of the following mandatory requirements:**

- 1)  Attend BRP Orientation on **Monday, January 4, 2016 from 9:00-11:30 am or 1:00-3:30 pm** (location TBD).
- 2)  If my acceptance is conditional, provide verification that conditions were met by **Friday, January 8, 2016**.
- 3)  Meet weekly with SRC Peer Counselors throughout quarter (*except* during weeks 2, 6 and 9).
- 4)  Attend scheduled workshops on **Mondays from 9:00-10:50 am or 1:00-2:50 pm** during weeks 2, 6 and 9.  
 Week 2 (1/11/16)       Week 6 (2/8/16)       Week 9 (2/29/16)
- 5)  Enroll in University Studies 30, attend each weekly session, and earn a grade of Pass on **Wednesdays from 9:00-10:50 am or 1:00-2:50 pm** (location TBD). Being more than 5 minutes late will be marked absent; repeated lateness or absences may result in being cancelled from the program or not completing the program satisfactorily.

- 6)  Complete full time course load of 3 classes approved by College counselor with grades of B or better in each course (no Incomplete grades). Any changes must be approved by your College counselor. Approved courses:

---

---

---

University Studies 30

- 7)  Meet with my College counselor at least three times during the quarter: (a) during **Week 1** (no later than 1/8/16), (b) during **Weeks 5 or 6** (no later than 2/12/16), and (c) when **final grades are posted** (no later than 4/1/16).
- Week 1 (by 1/8/16)       Week 5/6 (by 2/12/16)       After quarter (by 4/1/16)

All of the requirements above are **mandatory**. Failure to satisfy **any** of the requirements, **whether excused or not**, may result in being **cancelled from the program at any time before or during the quarter**, or in not being continued automatically the following quarter.

Students missing any requirement **must submit an appeal** to [brp@college.ucla.edu](mailto:brp@college.ucla.edu) **within 48 hours** of the deadline or missed event time.

The decision of the BRP Advisory Committee to cancel or continue a participant is final.

Successful completion of the above requirements will allow automatic continuation for Spring 2016. Failure to do so will result in cancellation of your Spring 2016 enrollment.

We strongly advise you to keep in contact with your College counselor and/or email [brp@college.ucla.edu](mailto:brp@college.ucla.edu) if you have any problems or questions that arise. If your Peer Counselor or College Counselor attempts to contact you, you should respond in a timely manner, as not responding could jeopardize your participation in the program.

***I understand the above requirements and intend to participate in the Winter 2016 Bruin Readmission Program. I further understand that I may be cancelled from the program at any time before or during the program if I fail to meet any of the above requirements. I certify that the information provided on my application is still true and has not changed except as disclosed to my College counselor.***

---

Signature

---

Date

***Good luck!***



# UCLA BRUIN READMISSION PROGRAM

*Once a Bruin, Always a Bruin.*

<b>Week</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>Post BRP</b>
University Studies 30	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	
Workshops			Engaging Campus Resources			Building Mental and Physical Health			Sustaining Success Beyond BRP		
SRC Peer Counseling	1st	2nd		3rd	4th		5th	6th		7th	
College Counseling	1st				2nd						3rd

## University Studies 30

David E.Z. Maldonado, Ph.D.  
BRP Curriculum Coordinator and U.S. 30 Instructor

### Student Learning Outcomes

- Understand the nature of the research university as well as its pedagogical implications
- Demonstrate how retention and involvement theory relates to academic success
- Operationalize leading theories of college student retention and involvement
- Examine the role schools and students play in defining the student
- Critically examine study strategies and time management skills
- Understand and implement strategic use of office hours and collaborative learning
- Understand choice of academic program and career path as a retention strategy
- Examine the value of maximizing the use of university campus resources

### Course requirements

- Participate in a weekly 2 hour seminar, discussing course readings and engaging in various collaborative learning exercises.
- Submit Academic Success Workstudy Forms for each office hour visit (weeks 2-10)
- Submit a final paper analyzing the evolution of office hour visits over the course of the quarter.

From experts in our field:

(borrowed from Dr. Wes Habley's Keynote Speech at the NACADA Region 9 Conference, March 15, 2016).

"Frequent faculty-student contact in and out of the classroom is the most important factor in student motivation and involvement." (Chikering and Gamson)

"Frequent interaction with faculty and staff related more strongly to satisfaction than any other type of involvement or characteristic of the student or the institution." (Astin)

"Students who leave college are less likely to have had quality interaction with faculty and staff." (Flannelly and Sanford)

"Quality interaction with faculty and staff is the single strongest predictor of success for at-risk minority students." (Levin & Levin)

"It's about relationships." (Habley)

"Academic advising is the only structured activity on the campus in which all students have the opportunity for one-to-one interaction with a concerned representative of the institution." (Habley)

## Academic Success Workstudy Forms

In 1981, the Academic Success Workstudy Forms were developed by Eric White, as a means to get readmitted into UCLA after being academically dismissed. The terms of his readmission set by the College were dependent on him earning minimum B grades through UCLA Extension. Desperate and leaving nothing to chance, Eric set out to maximize the use of professor and TA office hours in order to earn straight A's. Through weekly office hour visits, Eric hoped to:

- Maintain the highest levels of academic engagement
- Master the course material through frequent dialogue with instructors and classmates
- Understand how exams and other requirements were designed and how they were to be graded through a question-based approach to office hour use
- Develop rapport with his instructors

The result of this experiment was that Eric was readmitted after earning two A's and an A-, grades he had never earned at UCLA prior. Eric encoded the principles of effective office hour use into his Academic Success Workstudy Forms. For the past 35 years these forms continue to be relevant and are used by students in the UCLA Student Retention Center and the Bruin Readmission Program.

### Outline of the Workstudy Forms corresponding to the phases of the academic term:

Things to Do Each Term To Get an "A"

The Laws of Questioning Professors and TA's at Office Hours

*Form 2:* What to Study/How to Study/Course Information

*Form 3:* Questions to Ask My Professor Two Weeks Prior to the Midterm

*Form 4:* Questions to Ask My TA (or Reader) Two Weeks Prior to the Midterm

*Form 5:* Midterm Self-Assessment

*Form 6:* Professor: Where Do I Stand Now?

*Form 7:* Questions to Ask My Professor Two Weeks Before a Paper is Due

*Form 8:* Questions to Ask the Reader/Grader/TA Two Weeks Before a Paper is Due

*Form 9:* Paper Work Sheet for Forms 7 & 8

*Form 10:* Paper Self Assessment

*Form 11:* Questions to ask My Professor Two Weeks Prior to the Final Exam

*Form 12:* Questions to ask My TA Two Weeks Prior to the Final Exam

*Form 13:* Final Exam Self Assessment

*Form 14:* Customized Form

Excerpts from one student's final paper

"You are required to go to office hours at least once a week as a requirement of the Bruin Readmission Program." When I learned of this on the first day of orientation, my initial reaction was, "Ugh. On top of everything else we have to do? Why?" I saw it as just another assignment that had to be fulfilled to make the BRP program more challenging to complete.

Little did I expect that in going to my professor's office hours it would actually significantly increase my interest in the class and motivated me to really want to get an 'A' grade.

Going to office hours this Winter Quarter, I dragged my feet at first. What if I understood all the material and did not have any questions to ask? What if I was not able to do the readings on time for office hours and was unprepared to meet the professor?

As I progressed with the different Eric White Academic Success Workstudy forms and as we learned more about the benefits of attending office hours, the process began to feel more natural to me, necessary even. Going to office hours forced me to do the reading assignments on time. The last thing I wanted was to look unprepared and lost. In addition, I was able to learn about what my peers wanted to know more about or what questions they had about the material since there were a few other students who also visited my professor.

The Eric White Workstudy forms made sense and helped to give me ideas and direction on what questions are most relevant and important to ask during different phases of the quarter.

I knew what to expect on the midterm and was actually one of the few to be done with the test first. I had to triple check my test to make sure I did not accidentally skip a question. To be done with my test early was something new. I was so happy and proud of myself. I walked out of the building with a new air of confidence.

Reflecting back on all my office hours visits, I can see the gradual progression I have made from being stiff and rehearsed to slowly becoming more fluid and comfortable asking questions on specific concepts and theories more relevant to me.

I feel like the questions and answers in the first three sessions are not engaging or interesting. It was valuable information, but it felt a little forced and interview-like. Not until I started coming up with my own questions based on class material and concepts was I able to feel like office hours were fulfilling and really helpful to my studies. I also began to notice my professor being more engaged and responsive to me. We were able to have more back and forth dialogue which led to even more questions and answers.

I became more invested in my learning and valued my relationship with my professor and the class material more than if I did not attend office hours. It helped me appreciate my educational opportunity and the university experience even more. Just like Eric White had mentioned in his interview, "I'm evolving as a student. I'm doing the things that 'A' students would do. I'm doing the things that concerned, diligent students would do. And I'm actually learning."

"I cannot imagine not going to office hours anymore." I plan on continuing this routine in the Spring Quarter and until I have completed my studies.

## THE LAWS OF QUESTIONING PROFESSORS & TA'S AT OFFICE HOURS

1. If you don't have an A+ in this class, you have questions.
2. Mastering office hours is a process.
3. Ask questions that help you to best understand your professor's expectations, especially with regard to course content and how you will be expected to demonstrate mastery of the course material (through exams, papers, etc.).
4. Give pertinent information in your questions which demonstrate you are thinking analytically about the course material.
5. Qualify your questions by making relevant statements before asking your question.
6. Use author names as if you know them personally.
7. Use the Professor's or TA's name in your questions.
8. There is nothing that you cannot ask. However, there are ineffective, and possibly impolite or inappropriate, ways to ask these questions.
9. The worst thing that can happen to you is the response, "I'm sorry I am not at liberty to answer such a question." Anticipate this...
10. Be prepared to ask key questions at least two different ways, in case the Professor or TA tries to evade your first question.
11. Also ask direct questions that have yes or no answers.
12. Ask questions at office hours one-on-one whenever possible.
13. Phrasing your questions:
  - Professor, as I do the reading . . .
  - Professor, if I understood the lecture correctly . . .
  - Professor, in order for me to be prepared for the exam . . .
  - Professor, if I understand the reading correctly . . .
  - Professor, to get maximum credit on the essay I must . . .
  - Professor, according to (Author or Text) . . .
  - Professor, for a well written paper I must . . .
  - Professor, in specific terms, how will the homework problems prepare me for my quizzes/exams?
  - Professor, in specific terms, how will quiz/midterm and final exam problems be different from homework problems?
  - Professor, given the difference in problem types (homework vs quiz/midterm vs final), how should my study strategy evolve?