



School of the Arts and Architecture

Hello students!

We're very excited to welcome you to UCLA for the 2025 Game Lab Summer Institute! This email has a lot of information about housing and residential life while you're a student with us this summer (July 20 – August 2)—so please take the time to read through the entire email carefully. You also should save this message and perhaps print it out, too. There's a PDF version of this email attached at the end for your convenience. If you have any questions, please create a new email and use this email address: summerinstitutes@arts.ucla.edu. That will keep email communication clear and efficient. So let's dive into the details!

CHECKING INTO HOUSING... AND CHECKING OUT

Residential hall check-in and parking

Check in - 4-6 p.m. on Sunday, July 20

Hedrick Hall will be your residential hall for your stay with us at UCLA and where you will be checking into the program. Please use this address: [250 De Neve Dr, Los Angeles, CA 90024 \(a map is linked\)](#). [Parking Lot 11 \(a map is linked\)](#) is the closest public parking structure for dropping off students for check-in, and for checking them out at the end of the institute. Visitors may park in designated pay station parking areas. Once parked, go to the nearest parking pay station to purchase duration of parking time needed. Pay using exact cash amount or with a credit card.

Airport transportation

At LAX, all ride share options (Uber, Lyft, taxi) leave from a single ride share area (next to terminal 1) called [LAX-IT](#). The campus destination for your ride is: Hedrick Hall, UCLA. If you're taking a bus from LAX, you'll arrive in downtown Westwood, and then you will need to either walk or take a Bruin campus bus to Hedrick Hall.

Schedule for check-in and housing/dining orientation on July 20th

4-6 p.m. - Please check-in with the Residential Assistants (RAs) for the Game Lab Summer Institute outside Hedrick Hall. You will receive your key card (for building, dorm room, and bathroom access) from the front desk at Hedrick Hall. During check-in, you will move into your room, meet your roommates, and get to know your RAs, who will be staying on each floor of the residential hall during the institute.

6-7 p.m. - Dinner with other students at the Rendezvous dining hall (located in Rieber Terrace).

7:30-8:30 p.m. - Residential Life orientation. Please note this orientation is mandatory and will take place in the amphitheater outside of the Fowler Museum. Everyone will walk together to the location of the orientation.

8:30-10 p.m. - Opening scavenger hunt with RAs. We'll hang out together and have some fun getting to know the campus.

Food/Dining

Breakfast and dinner are covered as part of your fees, and those meals will take place at Rendezvous dining hall located in Rieber Terrace. Breakfast hours are 7-9 a.m. daily, and dinner is 5-8 p.m. daily. You can get a sense of what the food options will be like by visiting the daily [online menu](#).

For lunches each day, students need to bring their own money (credit/debit card, Bruin ID, or cash can be used). Lunch on weekdays (class days) is available at several food courts on campus near your classrooms. On the weekend students can go into Westwood near campus for lunch. Budgeting for lunch varies of course based on food items selected, but about around \$15 a day may be a useful estimate.

Roommate assignments

Students have been assigned roommates based on age and gender orientation. You will be notified of the roommate assignment during check-in. To better foster a learning community that exposes students to a broader network of peers, we do not accommodate any specific roommate assignment requests.

For specific housing and health care needs

If you have very specific housing and health care needs (such as medications that require refrigeration), please go to this [Google Form](#) and let us know your specific needs. We always strive to do our best to make accommodations whenever possible. So please let us know—and if you have no specific requests, you can skip the form.

Housing/Residential Life rules

In accordance with UCLA's [Program Participation Agreement](#) (which you agreed to abide by when enrolling in the institute), students must be in their assigned residential room by 11 p.m. each evening. This curfew is in place to ensure sufficient rest for successful participation in the program's activities. Students must sleep in their assigned room each evening. Please know that any curfew violations without prior approval may result in disciplinary actions.

A parent/guardian may use a [Leave and Curfew Exception Request Form](#) to request an exception to the evening curfew, or to check out a student temporarily from the program

(such as during the weekend). Approval will not be granted if forms are incomplete or submitted by someone other than the student's parent or guardian. After receiving the request, the residential staff will contact the parent or guardian for verification purposes.

Students may be absent from the program's required activities due to medical reasons, emergencies, or personal reasons. However, absences may affect successful performance, and full participation in program activities is essential to your success in the program. Any foreseeable absence from a mandatory activity must receive prior approval via the Leave and Curfew Exception Request Form. For more information, please check out the [Summer Bruin Guide](#) and read through the [Program Participation Agreement](#).

Check-out schedule

Students may check out of Hedrick Hall as early as 2 p.m. Friday, August 1, after the Game Lab Summer Institute's final student game art exhibition at Broad Art Center (EDA space, first floor). All completed student artwork will be on display at the exhibition, and parents and family are invited and highly encouraged to attend this wonderful celebration of student art (the event is from 12-2 p.m.). Students may stay in Hedrick Hall until Saturday morning, August 2. Last check out is at 11 a.m. on that day.

Please note the following about check-out procedures: If you plan to check out on Friday afternoon or evening (August 1), a parent or guardian MUST fill out a [Leave and Curfew Exception Request Form](#) in advance so that we know who is staying with us (or not) on Friday evening.

Finally, as part of your check-out process, you must return your key card to the Hedrick Hall front desk. There is a \$25 fee for a lost and/or not-returned card.

RESIDENTIAL LIFE AT UCLA

In addition to the above housing and dining information, it's important to make note of the following details about life at UCLA—and to take action on your Bruin photo ID card—BEFORE you come to campus. So please read on!

Your UCLA Logon and MyUCLA web portal

[My.UCLA.edu](#) is the student web portal for all UCLA students. Please make sure you can logon to UCLA via this web portal. It will be important to remember (or have with you on campus) your username, password, and your student UID number. You will need that information in order to logon to MyUCLA and to access a variety of campus facilities and services, including Adobe Creative Cloud for your institute classes. A mobile phone also will be handy for multi-factor authentication (required) when logging on. If you can't find or remember your UCLA Logon, you can look up your Logon information [here](#).

UCLA Bruin photo ID card (upload your photo as soon as possible!)

All UCLA summer institute students may obtain Bruin photo ID card. The card is like a “passport” for using a variety of facilities on campus (such as the student rec center for exercise), and for doing laundry (the washers and dryers ONLY accept a Bruin ID card for payment). In order to ensure your Bruin photo ID card is ready for you when you arrive at UCLA, you need to fill out some information online BEFORE coming to UCLA, as well as upload a photo of yourself. [Please follow the online instructions here and upload your photo](#). You will receive your card on the first day of classes.

A note for parents: Your child may use a standard credit or debit card for all on-campus and off-campus expenses (such as lunch). The one exception is on-campus laundry services—the machines only accept a Bruin ID card for payment. So you may want to upload just enough funds to your child’s Bruin ID card to cover laundry expenses—and then have them use a credit or debit card for the rest of their expenses. You can upload funds to a Bruin ID card at this [site](#). You can begin uploading after the student receives their card on Monday, July 21. You also will need their UID number to add money to the card. Refunds for any unspent money at the end of the institute can be applied for via the same site.

Laundry

Hedrick Hall has a laundry facility on the ground floor of your residential hall. As noted above: You will need to add money to your Bruin ID card in order to pay for laundry. Here’s a quick (and funny) explainer on how to do [laundry at UCLA](#).

What to bring to UCLA (and not!)

Everyone has their own packing and travel needs when away from home, but here are some key recommendations about what to bring (and not) to UCLA this summer:

- Lunch money (every day, including the weekend)
- A mobile phone is recommended but not required. UCLA Logon requires multi-factor authentication—which often means using a mobile phone.
- Bathrobe, towel, washcloth, and toiletries
- A plastic caddy or bag for carrying shower items
- Swimsuit and a beach towel (if swimming on your Sunday free-day)
- Sunscreen and hat (LA is sunny!)
- Hangers (if desired)
- Sandals and comfortable shoes
- Notebook and pens/pencils for taking notes in your classes
- Water bottle or thermos
- Extra pillow or blanket. All bedding (Twin XL sheets, blanket, and pillow) is included. But please pack an extra pillow or blanket if needed.
- Sweater, sweatshirt, or light jacket
- Any necessary medications
- You may bring a laptop computer or tablet if you wish, but computers will be provided for all classes and coursework

- Please do NOT bring anything irreplaceable, highly valuable, or inappropriate for the campus, the residential hall, or the classrooms

Health and safety

Your well-being while at UCLA is our top priority. To that end, please know that students have 24-hour access to Residential Assistants (in the evenings and on the weekend) and to faculty and program assistants (during daytime class hours) throughout the institute. Should a medical situation arise that is deemed a life-threatening emergency, a member of our staff will call 911. For non-life-threatening health issues, we will guide students to use the 24/7 UCLA Nurse Health Line (310-825-4073) and/or personally escort them to the Ashe Student Health Center on campus (during daytime hours) or to a nearby urgent care center (such as Ronald Reagan UCLA Medical Center) on evenings and the weekend. We also will notify the parent or guardian listed on the enrollment form.

In order to provide these health care services when needed—and as indicated in the Program Participation Agreement—we require all students to have current health insurance coverage. For U.S. students, please bring an insurance card with you to the program as proof of coverage. International students automatically will be enrolled in the university's student insurance program for a nominal charge, which will be added to the total program fee.

Note: Submitting proof of the COVID vaccine is NOT required for visiting summer students. Visiting summer students are NOT required to provide any health or immunization records.

Getting assistance when needed

Residential Assistants (RAs) will be living on every floor of the residential hall during evening and weekend hours and will be available at any time for any student need. There also will be a 24/7 hotline phone number for students to call an RA in case of an emergency. That number will be provided to students when they check in. Contact information for various campus services includes:

- 24/7 UCLA Nurse Health Line for any health concerns: 310-825-4073
- UCLA Police Department/UCFD/EMS emergency phone line: 310-825-1491
- Sproul Hall front desk: 310-825-2075
- Community Service Officers (CSO) Escort provides walking escorts on UCLA campus from dusk to 1 a.m.: 310-794-9255
- Student Peer Helpline: 310-825-4357

Shipping packages to UCLA

It is difficult to deliver mailed packages to students staying at UCLA for such a short time, so we would encourage you to pack and bring whatever you need with you. Many everyday items (such as toiletries) can be purchased at Ackerman Student Union, which is near Hedrick Hall. Amazon purchases, however, can be shipped to the Amazon Hub

lockers at Hedrick Hall. If it is absolutely essential to mail an item to a student (such as medicine), then please email Summerinstitutes@arts.ucla.edu in advance to make arrangements.

YOUR CLASSES

Curriculum Orientation – 9 a.m. Monday, July 21

Students will gather at Hedrick Hall by 8:30 a.m. to walk over together to Broad Art Center's EDA space, where your curriculum orientation will be held. Your RA's will escort all students to the orientation on the first morning of the program, and bring you back to the residential hall at the end of the day. Students should be ready to leave for orientation by 8:30 a.m.—so please be sure to have breakfast between 7:30-8 a.m.

You will receive a complete orientation to your courses and projects on that Monday, but also please watch for a welcome email from the UCLA Game Lab Summer Institute this month with more information about the program and its schedule.

EVENING/WEEKEND FUN!

You'll be busy during the weekdays in your classes, but evenings and the weekend are a wonderful opportunity to socialize and to take advantage of what UCLA and LA have to offer. To that end, we're programming and supervising a number of fun activities and events (including a field trip on Saturday afternoon!). These are all optional events, and they do not require any additional money to participate (though students will need lunch money for the weekend regardless).

Note: Please remember if you want to leave campus with a family member or guardian for an evening or for the weekend, you must fill out in advance the [Leave and Curfew Exception form](#).

WE LOOK FORWARD TO SEEING YOU ON JULY 20!

Thank you so much for reading through all of this information. You now should be in great shape to join us here at UCLA this summer! Just to recap, here are the highlights you need to take action on as soon as possible:

- Read through this entire email
- Make sure you can logon to [MyUCLA](#), and that you have your username, passcode, and UID number
- [Upload a photo](#) for your Bruin photo ID card
- Complete the [Google Form](#) if you have a specific housing or health request

Once you've completed those tasks, you're all ready to pack up and come to UCLA! If you have any questions, please use the email address below to send a new message to

us. We're happy to help! Please watch for a follow-up email from me in the weeks ahead. Until then, please take care, and we look forward to seeing you on July 20!

All the best,
Jane Orr
Summer Institute Manager
UCLA School of the Arts and Architecture
(Pronouns: she/her)
Summerinstitutes@arts.ucla.edu
Broad Art Center, Suite 2275
240 Charles E. Young Drive
Los Angeles, CA 90095-1615