

**From:** Dean of the Division of Graduate Education Susan L. Ettner

**Sent:** Wednesday, February 22, 2023 11:31 AM

**Subject:** New Academic Student Employee (ASE) Quarter Count Report Available



**To: Deans, Department Chairs and Student Affairs Officers**

**What you need to know:**

- The first version of the [Academic Student Employee \(ASE\) Quarter Count](#) interface is now online
- The interface will make ASE quarter count data available to determine ASE eligibility, track students at a systematic level, and run reports
- Users can submit their feedback directly on the interface to improve the next version

Dear Colleagues:

The Division of Graduate Education is pleased to announce the first iteration of the [Academic Student Employee \(ASE\) Quarter Count online application](#). Many thanks to our Fellowships and Financial Services and Information Technology teams for making this a reality!

Users can pull ASE Quarter count data by entering the student UID to help determine eligibility to hold ASE appointments, track students at a more systematic level, and obtain data up to the preceding term. Additionally, users may create reports that document counts for one or more students in CSV or Excel formats.

To access the interface, please use the [ASE Quarter form](#), which will redirect you to the form, or else log in to [Go Grad](#), select “more” under the “Funding” option at the top of the page, and then click on “ASE Quarter Count” under “Graduate Student Employment.”

We hope you will find the interface to be a helpful tool in your work with ASE hires. Version 1.0 is merely the beginning, as we will shift our attention to version 2.0 in the near future. With that in mind, we would very much appreciate your feedback regarding what you like as well as suggestions on how the site/interface could be improved. A link within the site will allow you to submit your comments and recommendations online.

We look forward to hearing from you.

Sincerely,

**Susan L. Ettner**

Dean of Graduate Education

The UCLA logo is displayed in white, bold, sans-serif capital letters on a solid blue rectangular background.