



SPECIAL TOUCHPOINT  
from Academic Services

UCLA Graduate Division

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### Technical and Workspace Resources for UCLA Graduate Students – Spring 2020

A number of graduate students have submitted requests for resources to support their continued progress in graduate study. While many students were doing some of their academic work from home before the stay-at-home directive went into effect, we understand that their home environment may be less than ideal for studying, conducting research and teaching.

The most common resource requests have been for technology equipment or technical support. The campus is working to be as responsive as possible to these needs. Here is information you may share with your students about they can access available resources. This information has been sent to those who inquired, and is also being posted on the student resource pages here: <https://grad.ucla.edu/covid-19-resources-and-support/> and [here](#).

**Laptops, iPads and internet hotspots:** Students can check out long-term lending laptops, iPads and internet hotspots through the CLICC Lending Desk in Powell Library.

If you need a device , please fill out this [online service request form](#) at the UCLA Library website. The form will prompt you to create an account, and once your request is processed, you will be given a specific day and time to pick up your device(s). Items can be shipped to students who are unable to pick them up. Visit the [UCLA Library website](#) for additional information on remote services and other resources. You may also consider contacting your department or school for additional options to support your technology needs.

**Software.** The laptops noted above come preloaded with Microsoft Office Suite and [other common applications](#). The campus and many departments provide free or low-cost licenses for commonly used software. Information about free MATLAB application can be found here: <https://www.it.ucla.edu/news/matlab-software-now-available>. For other tools, please ask your SAO or faculty mentor. They should be able to direct you to a staff member in your department or school who can assist you.

**Accessibility – coursework.** If you need academic accommodations because of a qualified disability, you can register through the [Center for Accessible Education \(CAE\) website](#). Also, CAE should be consulted to modify or update any approved accommodations necessary to carry out your academic work from home.

**Workplace accommodations.** If you experience functional limitations due to a disability and need a reasonable accommodation to enable you to perform the essential functions of your job as an academic apprentice teaching or research appointment, please contact [Employee Disability Management Services](#).

**Workspace optimization.** UCLA Ergonomics has developed training, fact sheets and informative materials to support working remotely, Information is available at this link: [UCLA Ergonomics](#) Additionally, employees can request an individualized evaluation of their home work space through this request form: [Request for Remote Ergo Evaluation](#)

*If relevant to your unit or program, you may also wish to include information such as this:*

**Other hardware.** If working from home requires additional computer accessories or peripherals – items that were neither available nor needed prior to the stay-at-home directive – please contact your department to learn whether they can provide assistance.

*Please share the following information with students who are facing financial hardship due to lost wages or who are in financial crisis.*

**Lost wages and the Economic Crisis Response Team.** If you are a student employee facing financial hardship due to lost wages, please fill out the [Intake Form for Lost Wages for Student Employees](#). We are exploring all possible options for support and will get back to you as soon as possible. If you find yourself in financial crisis (such as not being able to pay for rent, staying nourished, or covering expenses for other basic needs), please refer to the resources offered [here](#). Fill out the ECRT self-assessment form on this same website. You will be prompted to enter your UCLA logon ID to complete these forms.