2016 Institute on High-Impact Practices and Student Success
June 21 – 25, 2016 • University of California, Los Angeles • Los Angeles California
Participant Guide

We are delighted that you will be joining us at the University of California, Los Angeles for the Association of American Colleges and Universities’ Institute on High-Impact Practices and Student Success. Please find some useful information below regarding the Institute and if you need anything throughout your stay, please do not hesitate to let us know.

Important Campus Locations

Sunset Village | (Location for Lodging)
200 De Neve Dr., Los Angeles, CA 90024 | 310.206.7878

Sunset Village | Covel Commons (Institute meeting rooms, plenaries, meals)
200 De Neve Dr., Los Angeles, CA 90024
http://catering.ucla.edu/plan/event-spaces/

AAC&U Staff Contacts

Association of American Colleges and Universities
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About the 2016 Institute on High-Impact Practices and Student Success

The HIPs Institute will be held at the University of California, Los Angeles Sunset Village

- Lodging for faculty will be provided in Sunset Village Courtside Collection
- All Institute program activities will be located in Sunset Village Covel Commons
  - Receptions will take place on the Covel Commons Terrace on Tuesday and Friday
  - All Wednesday – Friday breakfasts and lunches will be provided in Covel Commons Dining Hall
  - Team consultations will be held in Covel Commons.
  - Teams may meet in any locations throughout the campus. We have designated rooms throughout Covel Commons but encourage you to take advantage of “the hill”
Logistics

Institute Program Start and End Times

Start: Tuesday, June 21st, 4:00 pm
End: Friday, June 24th, 6:00 pm

Transportation From Airport to UCLA Sunset Village:

Los Angeles International Airport is the area’s main airport. Information can be found at http://www.lawa.org/welcomeLAX.aspx.

Travel from the airport to campus is quick and convenient. By taxi, the trip takes approximately 20 minutes (11 miles). There are several ground transportation options listed at http://www.lawa.org/welcome_lax.aspx?id=132.

The UCLA area is walkable but should you need a ride, UBER is very big in this location.

Parking:

Cars are not necessary; however, if you requested a parking pass by May 28th, you will receive your pass when you check in to the residence hall. When you arrive at the Sunset Village campus of UCLA, pull into the Sunset Village Parking Lot and park on the first level in the spots marked temporary parking. Once you get your parking pass at check-in, you can place it on your dashboard and move your car to the designated area. Parking permits are required at all times for all vehicles parked on campus. The daily rate for the permits is $12.00/vehicle. If you would like a parking pass, but have not requested one, you can access one at the Kiosk located at 330 De Neve Drive.

Residence Hall Check-in: Tuesday, June 21st, 10:00 am – 5:00 pm (official check in: 4:00 pm)
Sunset Village Plaza Lawn, 200 De Neve Dr., Los Angeles, CA 90024

All participants, faculty, and staff will stay in the Sunset Village Residence Halls. When you arrive on campus, please proceed to the Sunset Village Plaza Lawn to receive keys to your guest room, dining hall, and parking pass (if requested in advance). Guests will receive one (1) guest room key that will also access the residence hall front door. Internet access information will also be available at check-in. Please keep your room locked and have your keys with you at all times.

The official check in time for UCLA residence halls is 4:00 pm. UCLA staff will make every effort to check participants into their rooms as they arrive, but they may not be able to accommodate everyone. Those unable to check in upon arrival can store luggage in Covel Commons’ South Bay room.

Those needing to check in at a time other than 10:00 am – 5:00 pm can check at the Sunset Village Courtside Collection Front Desk at 330 De Neve Drive, 310.206.7878; front desk is open 24/7.

Residence Hall Check-out: Saturday, June 25, by 11:00 am
Sunset Village, Courtside Collection Front Desk

To check out, please return your keys to the Courtside Collection Front Desk.

Sunset Village Guest Room Amenities


- Queen bed with private bath
- Full breakfast each morning
- Daily maid service
- High speed internet
- Small televisions with cable connections
- Bed linens, blankets, pillows, towels, washcloths, soap
- Bathroom amenities

Institute participants staying in Sunset Village have access to:
- UCLA Recreation Facilities including the Sunset Canyon Recreation Center, Park Pool, and John D Wooden Center (ten-minute walk)
- Vending machines and laundry room
- Computer lab in Covel Commons with copying and printing access

**Institute Check-in**

*Sunset Village Plaza Lawn*

Pick up your Institute badge in the same location as checking into the residence hall. Alex and Karen will be available to answer questions and help you to navigate the first day of your Institute program.

**AAC&U Institute Staff Office**

*Covel Commons, LO4:*

- Monday, Noon – 4:00 pm
- Tuesday, 8:30 am – 4:00 pm
- Wednesday – Thursday, 7:15 am – 5:00 pm
- Friday, 7:15 am - 4:15 pm

AAC&U staff will have one computer and printer available in the staff office. Faculty and participants are encouraged to bring their own laptops. There is also a business center in Covel Commons.

**Institute Meals**

Institute breakfasts and lunches: Covel Commons Dining Hall, Wednesday - Friday
Receptions: Covel Commons Sunset Terrace, Tuesday and Friday
Dinners: Tuesday, Wednesday, Thursday, and Friday on your own: enjoy the local cafes and restaurants

**Internet in the Residence Hall and Meeting Rooms**

Upon check-in to the residence hall, you will receive instructions for connecting to the wired and wireless internet at UCLA. Your room will be equipped with wired and wireless connections. For internet-related questions, please reference the guest guide available in your room or contact the front desk, 310.206.7878.

**Attire**

Dress for the Institute is casual and comfortable walking shoes essential. Please check the local weather reports when packing. Residence hall and meetings rooms are air conditioned.

**Important Phone Numbers**

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<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Courtside Collection</td>
<td>310.206.7878</td>
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<tr>
<td>UCLA Police (Non-emergency)</td>
<td>310.825.1491</td>
</tr>
<tr>
<td>Emergencies</td>
<td>911</td>
</tr>
<tr>
<td>Institute Staff</td>
<td>301.741.0324</td>
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*We hope that your experience at the Institute is valuable and your stay at the University of California, Los Angeles is pleasant*