



OFFICE OF THE DEANS  
COLLEGE OF LETTERS AND SCIENCE  
2300 MURPHY HALL  
BOX 951438  
LOS ANGELES, CALIFORNIA 90095-1438

January 2007

Dear Student:

If you have a question about the fee assessment on your Student Billing and Accounts Receivable Statement (BAR) for the Instructional Enhancement Initiative (IEI) for all College of Letters and Science undergraduate courses, this memo is for you. You may also wish to consult the "About the IEI" link on the left-hand margin of your personalized "My.UCLA" page for additional information.

The IEI program is a comprehensive College-Wide program, encompassing approximately 1,000 courses each quarter in the four divisions of the College (and the Honors Program). The IEI program enables UCLA to continue its leadership role within the University of California and nationally to improve the quality of undergraduate instruction through the use of the world wide web, in particular, and computing, in general. Originally, the IEI was established in 1997 on the basis that approximately 45% of the funding for the IEI program comes from internal University funds and the other 55% comes from the IEI student fee. As a result of the State reductions imposed by the State legislature during 2003-03 and 2003-04, Chancellor Carnesale approved the College's request that the IEI fee be set at \$6.00 per unit effective 2003-04, rather than \$4.00 per unit which had been the rate in 2001 and 2002.

The IEI per unit fee is assessed for all undergraduate courses in the College (Humanities, Life Sciences, Physical Sciences, Social Sciences and General Studies). Approximately 55% of the fee revenue is used to equip, upgrade and operate the student computer laboratories in the academic departments; the remaining 45% of the fee revenue is used to support the program of course Websites for College undergraduate courses.

The IEI fee was approved for an initial three-year period, beginning 1997-98. A comprehensive review of the IEI program was undertaken in 1999-2000. The Student Fee Advisory Committee (SFAC) was also consulted. In Spring 2000, SFAC recommended the permanent continuation of the IEI program, with additional review approximately every four years. While we have been very pleased with the positive comments that the IEI program has received from students and faculty at UCLA and accolades from others nationally as a groundbreaking effort different from any other UC campus, we recognize that there is always room for improvement. The next four-year update is scheduled to be submitted to the Office of the Chancellor shortly.

The IEI fee structure is intended to average the costs of the IEI program over all of the undergraduate courses in each division of the College. Clearly, with a universe of approximately 1,000 courses in the College each quarter, the utilization levels of the computer labs and the course Websites will vary from course to course and from instructor to instructor, just as your utilization of the University Library will vary depending upon individual course assignments from quarter to quarter. Over the duration of your academic career, you undoubtedly will experience different levels of usage as each of your instructors decides how best to incorporate computing and the course Websites into the pedagogy of his/her class.

Please remember that the IEI assessment is a mandatory fee based on your individual class enrollment each quarter. It is not an optional fee, based on actual utilization. It is not assessed as a result of your major or how many times you used the campus computer labs or used a course Website. A useful analogy to keep in mind is the UC Registration Fee, which you also pay each quarter. This fee supports the Student Health Service, the Career Center and many other student services and programs. It is a mandatory fee each quarter regardless of how many times you use those facilities and services. The same is true of the mandatory fee for Ackerman Student Union building, for the separate fee for the John Wooden Recreation Center facility, and for the programs and activities of the Undergraduate Student Association Council, your student government.

However, unlike your other UCLA mandatory fees, which are billed in advance of each quarter, the IEI fee is billed at the end of each quarter because the amount billed is calculated by your enrollment in particular classes as of the end of the 4<sup>th</sup> Friday of classes:

- For Fall Quarter enrollment, the IEI fees are billed on November 30;
- For Winter Quarter enrollment, the IEI fees are billed on February 28;
- For Spring Quarter enrollment, the IEI fees are billed on May 31.

It is imperative that you pay your IEI fee at the end of each quarter. Failure to do so will result in a negative balance on your UCLA BAR account. In addition to the assessment of late fees as a penalty for delinquent payments, a negative balance in one's BAR account can also affect your ability to register and enroll for subsequent academic terms and may also result in a "hold" on your academic records.

If you have been receiving financial aid, you may be interested to know that an allocation for the IEI fees is also included in the "Total Cost of Attendance" student expense budget that was used in determining your financial aid award.

The attached form is intended to help us answer any further questions you may have.

1. If you believe that an IEI assessment on your BAR statement is in error because you do not believe you were enrolled in a particular class at the end of the 4<sup>th</sup> Friday of classes, please use the upper box and return it to the Office of the Deans, 2300 Murphy Hall. The Office of the Deans will review the University records as promptly as possible but it is still recommended that you pay the IEI fee assessment by the indicated deadline. If an error can be confirmed, adjustments will then be made to your BAR statement in the following quarter.
2. If you wish to provide the relevant dean of the College with a comment about the computer laboratories and course Websites that were available for your classes, please use the lower box and return it to 2300 Murphy Hall. These comments will be forwarded to the appropriate dean and assistant dean of the College division (Humanities, Life Sciences, Physical Sciences and Social Sciences) for their information and reply to you.

If you have other questions, please feel free to contact me via Email at [nickh@college.ucla.edu](mailto:nickh@college.ucla.edu).

Sincerely,

Nick Hernandez  
Assistant Executive Dean, Finance and Administration  
College of Letters and Science

**2006-2007**  
**IEI Program Student Comment Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Student ID: \_\_\_\_\_ Major: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I do not believe that I was enrolled in the following courses as of the end of the 4<sup>th</sup> Friday of the \_\_\_\_\_ Quarter:

_____	_____
Course No.	Course Title
_____	_____
Course No.	Course Title
_____	_____
Course No.	Course Title

I have the following comments about the computer labs and/or course Websites for the following classes (attach additional pages if necessary or use reverse side):

_____	_____
Course/Section No.	Course Title/Instructor
<i>Comments:</i> _____	
_____	
*****	
_____	_____
Course/Section No.	Course Title/Instructor
<i>Comments:</i> _____	
_____	
*****	
_____	_____
Course/Section No.	Course Title/Instructor
<i>Comments:</i> _____	