Weekly Brief  
Date: Sept. 11, 2015  

This is the first Weekly Brief of the 2015-16 Academic Year.  

The purpose of the weekly brief is to inform you about upcoming deliverables, events and deadlines; outreach activities; funding opportunities; etc. Weekly briefs will be sent every Friday. Each weekly brief will include the current announcements and the announcement from the previous week. For easy access, all Weekly Briefs with attachments will be posted on the CEED Website a week after they have been sent.  

This weekly brief will inform you on the following:  

1. MESA Advisor Meeting  
2. MESA Parent Orientation  
3. SMART Training at Chapman University  
4. MESA Enrollment Forms  

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UCLA MESA Information  

Fall 2015 UCLA MESA Advisor Meeting  
To kick off the academic year, the first UCLA MESA Advisor meeting of the year was held on August 26, 2015. If you were unable to attend, I can schedule a webinar to inform you on what was discussed in the meeting and to answer any questions. Please send me an email to let me know if you would like me to arrange a webinar. I will mail/drop off a packet to each of you that were unable to attend the meeting.  

Please submit the following forms to the UCLA MESA office by Oct, 2015 via email or fax (310-825-3908)  

- MESA Advisor Questionnaire  
- MESA Advisor Profile.  
- MESA Advisor Awards and Stipend Agreement  
- W-9 (for new advisors and returning advisors who a new address)  

Attachments:  
- 2015 Fall MESA Advisor Meeting PowerPoint  
- MESA Advisors Booklet  
- JPL Invention Challenge Rules and Registration Forms (5)  
- MESA Advisor Questionnaire  
- MESA Advisor Profile.  
- MESA Advisor Awards and Stipend Agreement  
- W-9
**Parent Orientation**
The UCLA MESA Center will be hosting a Parent Orientation on Oct. 3, 2015. The purpose of the orientation is to inform parents on what MESA is and the benefits of enrolling their child in the MESA Program. Please encourage your parents to attend this event. The form has been updated to include the names of all UCLA MESA school. I apologize for the error.

Parents can register to attend the event by completing the following linked form: [http://goo.gl/ILePuX](http://goo.gl/ILePuX)

Attachment:
MESA Parent Orientation Flyer (English and Spanish)

**SMART Training at Chapman University**

The SMART Training at Chapman University scheduled for Sept. 26, 2015 has been cancelled due to low sign-up. I know there were a few of you who planned to attend. I will work on trying to schedule something at UCLA to provide teachers with some assistance on the MESA Projects. Once I have the details I will send more information.

The Prosthetic Arm 2.0 Training scheduled for the same day has not been cancelled. The class is full and has a wait list. If you attended the training in July and signed up to attend you have been put on the wait list to give other teacher the opportunity to learn about the Arduino. If someone cancels, you may be able to attend the training. I will let you know via email if a space opens up.

**MESA Enrollment Forms**
The UCLA MESA Enrollment & Parent Authorization Forms are due by Oct. 30, 2015. It is of the utmost that enrollment forms are submitted by the deadline. After we receive the forms, we must enter them into a database and this takes a lot of time. Before submitting the forms, please make sure that the forms are completed and signed and the CASSID# MUST be provided for all students. Advisors are required to submit a minimum of 40 forms each (25 for new advisors).

I have also included a Why MESA Brochure for you to hand out with the enrollment forms. The "Why MESA" Brochure informs students and parents about the UCLA MESA Program.

I will mail or drop off packets for MESA Enrollment forms to each advisor who was unable to attend the MESA Advisor Meeting.

Attachments:
2015-2016 MESA Enrollment Form
2015-2016 Parent Authorization Forms
"Why MESA" Brochure

That's all for now. Have a great weekend!

PS. I will be on vacation next week and will not have access to email. I will respond to all email when I return to the office on Sept. 21, 2015