

2006-07 ADMISSION AND REGISTRATION INFORMATION

The Henry Samueli School of Engineering University of California, Irvine

Congratulations on your admission to graduate study at the University of California, Irvine! We hope your academic career will be successful and rewarding. This information document was prepared to help answer some of the questions most often asked by new students. We encourage you to contact any of the offices listed in this document for further information. Please visit www.rgs.uci.edu/grad/newadmits/index.htm for a listing of things you will need to accomplish as a newly admitted student at UC Irvine.

STATEMENT OF INTENT TO REGISTER

When you are admitted to a UC Irvine graduate program, an email message is sent to the address you entered in your online application. The message gives you the URL, username, and password for the web-based Statement of Intent to Register (SIR) submission system. You must complete and electronically submit the SIR web form to indicate you are accepting our offer of admission and intend to enroll at UC Irvine. It is in your best interest to submit this form as soon as possible because the Office of Graduate Studies can not formally admit your completed SIR is received. Once you inform us that you intend to register (by submitting a completed SIR web form), we can administratively prepare for your arrival. This preparation will prevent you from wasting your valuable time upon arrival at UC Irvine. For example, if we have not received your SIR, you can not enroll in courses. On the other hand, if you submit your SIR in a timely manner, you should be able to initiate (or even complete) a number of administrative processes required for newly admitted students (i.e., completion of the Statement of Legal Residence) even before you arrive on campus. These administrative processes, including the Statement of Legal Residence, can all be completed on line.

ADMISSION PROVISIONS

If you have been admitted provisionally to UC Irvine, your admission does not become final until the specific requirements explained in your offer letter are met, for example, completion of your undergraduate degree program, or submission of official GRE or TOEFL scores. If you are graduating at the end of the term immediately preceding your quarter of matriculation at UC Irvine, you may register pending receipt of a final, official transcript. You must then have the registrar at that campus send us a final transcript verifying degree conferral. A hold will be placed on your registration if you do not provide evidence of the degree award by the end of the first quarter of admission.

If you are admitted pending the award of your bachelor's degree, you must instruct the registrar at your undergraduate campus to forward a final transcript to the UCI Office of Graduate Studies, 120 Administration Building, as soon as it is available. If you are graduating from UC Irvine, instruct the Registrar's Office to forward a final copy of your undergraduate record to the Office of Graduate Studies. Be sure to check the box labeled "*Hold for Degree*" on the transcript request form. If you are admitted

pending the receipt of GRE scores, please arrange for them to be sent to the University in order to have the provision removed.

If you are completing a master's program at another university, instruct the registrar at your campus to forward an official transcript to The Office of Graduate Studies at UC Irvine, verifying the conferral of the graduate degree.

ADMISSION CONDITIONS

A conditional admission establishes specific requirements, such as satisfactory completion of coursework, which must be met over and above UC Irvine's general academic requirements. This usually means you are deficient of certain courses necessary for success in your graduate program. If you have been admitted with conditions, these will be stated clearly in your letter of admission. If you have any questions about conditions of admission, please contact your academic department.

REGISTRATION: ENROLLMENT AND FEE PAYMENT

Please go to www.reg.uci.edu for information on registering for classes and paying your fees and tuition. This extensive site has everything related to courses and registration at UC Irvine, including the 2006-07 catalog. On this site, you will find the searchable schedule of classes for Fall 2006: webster.reg.uci.edu/perl/WebSoc. You must ensure that you both enroll in classes and pay fees by the corresponding deadlines. You will receive a computerized billing statement from campus billing services. This bill is commonly referred to as a *Zotbill* and is used to pay your fees and tuition. If you will be receiving financial support in the form of a fellowship or academic employment, your fees may be payable by Electronic Fee Payment as part of the registration process. Please contact the Office of Graduate Studies on campus if you have questions about how this process works. You will be subject to a service charge if you register late. If you were previously an undergraduate at UC Irvine, be sure to enroll using the graduate student identification number contained in your admission letter and *Zotbill*. Further, more detailed information on enrollment procedures and fee payment, including deadlines for registration and fee payment, is included on the registrar's website with at www.reg.uci.edu.

The PACE Program is available at UCI for paying quarterly student fees in installments over a three-month period. Please go to www.fs.uci.edu/cbs/pace/toc.htm for information on PACE. Before enrolling in classes, you may want to contact your department's graduate advisor for advice on planning a program of study. These names and telephone numbers are included in your admission letter.

RESIDENCY

All students planning to attend graduate school at UC Irvine, whether they are United States citizens, US permanent residents, or foreign nationals, must file a *Statement of Legal Residence* with the Registrar's Office. You must complete a new Statement even if you attended UCI as an undergraduate student. The *Statement of Legal Residence* is available on-line through the Registrar's Office web site: www.reg.uci.edu. The direct

link to the statement of legal residence page is www.reg.uci.edu/slr/. Please file your residency statement electronically through the web page. **You must complete a *Statement of Legal Residence* in order to register for classes.**

If you are a citizen or permanent resident of the United States but currently are not a resident of the State of California, you will want to acquire this status as soon as possible. (It is expected that all full time graduate students who are eligible for California residency will have done so by the beginning of the second year of enrollment). State residents enrolled in the University of California system do not pay tuition. Moreover, time spent in California as a student may be used to meet State residency requirements. You should contact the Residence Deputy in the Registrar's Office for information about residency reclassification.

INTERNATIONAL STUDENTS

Please go to www.rgs.uci.edu/grad/newadmits/foreign_info.htm for procedures to follow as newly admitted international students. You should begin preparing to obtain a student visa immediately. Please go to www.ic.uci.edu/forms/CIAQ2006.pdf to fill out the Confidential International Applicant Questionnaire (CIAQ) and Financial Support Statement (FSS). You will use them to provide personal information and proof of funding for visa purposes. You must fax your CIAQ and FSS to the department or program in which you are admitted. Please see the fax numbers at the end of this document. You may also mail the documents. Please find the departmental addresses on The Henry Samueli School of Engineering's website www.eng.uci.edu

The current financial requirement for the 2006-07 academic year is US \$37,755.00 for a single student and an additional US \$4,000.00 for each accompanying dependent for the first year of study. In addition to your tuition and fee payments, you will need to bring with you to campus at least US \$4,000.00 for your initial rental deposits, first month's living expenses, and books and supplies for the first quarter. The staff at the UC Irvine International Center is available to help you with answers to immigration, visa and passport questions, and employment regulations.

GRADUATE STUDENT HEALTH INSURANCE

Graduate students are automatically covered by the University's Graduate Student Health Insurance Program (GSHIP) when registering for classes each quarter. The premium for coverage is incorporated into the structure of quarterly student fees. Although participation is considered mandatory, students with equivalent or superior medical insurance of their own may petition for a waiver of the insurance fee and coverage through the GSHIP office on campus. Please go to www.rgs.uci.edu/grad/students/gship for more information on health insurance.

HOUSING

The University of California, Irvine guarantees an offer of on-campus housing to every newly-admitted, full-time Ph.D. student. Doctoral students will be guaranteed housing for a term of one year less than normal time to degree for their academic

program. In Engineering, the normal time to degree is five years for those students who enter without an MS degree and four years for those who enter with an MS degree. If you are interested in housing, please go to www.rgs.uci.edu/grad/newadmits/housing.htm for applications and other housing information, both on and off campus.

Students who are not included in the Graduate Guarantee can still apply for on-campus housing. Please go to: www.housing.uci.edu/graduate for more information.

NEW STUDENT ORIENTATION

The new graduate student orientation and luncheon will take place on Thursday, September 21, 2006. All new graduate students are required to attend this general orientation. It will take place in the Engineering Lecture Hall 100, 10:00 am - 12:00 pm, followed immediately by a luncheon served at the Engineering Gateway Plaza. During the orientation, students will have the opportunity to meet with current students, department chairs, graduate advisors, faculty, and staff. Dean Nicolaus Alexopoulos will also be in attendance at the orientation. More information regarding this special event will be made available as the date draws closer. Please check www.eng.uci.edu/grad for updates!

ACTIVATE YOUR UCINETID

Every admitted UCI student has been assigned a UCInetID. Your UCInetID will grant you access to many of UCI's electronic services. It will also serve as your e-mail account. In order to active your UCInetID, you will need your 8 digit student identification number, your date of birth, and the last 4 digits of your Social Security number (International Students are exempt from this last requirement). You may activate your UCInetID at www.activate.uci.edu.

TELEPHONE NUMBERS

Campus Billing Services	(949) 824-2455
Disability Services Center	824-7494
Financial Aid & Scholarships	824-6261
Graduate Student Health Insurance Program	824-2388
Housing Office	
On Campus	824-6811
Off Campus	824-7247
International Center	824-7249
Network & Academic Computing Services	824-5153
Office of Graduate Studies	824-4611
Parking and Transportation Services	824-7486
Registrar's Office	824-6124
Science Library	824-3681
Department of Biomedical Engineering	824-3494
Department of Chemical Engineering and Materials Science	824-3786
Department of Civil and Environmental Engineering	824-2120
Department of Electrical Engineering and Computer Science	824-5489
Department of Mechanical and Aerospace Engineering	824-7984
Arts, Computation and Engineering Concentration	824-2397

Environmental Engineering Concentration	824-3562
Materials Science and Engineering Interdisciplinary Concentration	824-3562
Graduate Student Affairs Office	824-3562
University Bookstore	824-7411

FAX NUMBERS

Graduate Student Health Insurance Program	(949) 824-8507
Housing Office	824-4181
International Center	824-3090
Office of Graduate Studies	824-2095
Department of Biomedical Engineering	824-1727
Department of Chemical Engineering and Materials Science	824-2541
Department of Civil and Environmental Engineering	824-2117
Department of Electrical Engineering and Computer Science	824-1853
Department of Mechanical and Aerospace Engineering	824-8585
Arts, Computation and Engineering Concentration	824-2450
Environmental Engineering Concentration	824-3440
Materials Science and Engineering Interdisciplinary Concentration	824-3440

SCHOOL OF ENGINEERING DEPARTMENT CONTACTS

Biomedical Engineering Karen Stephens	kstephen@uci.edu
Chemical Engineering and Materials Science Beatrice Mei	bmei@uci.edu
Civil and Environmental Engineering Lorrie Aguirre	llaguirr@uci.edu
Electrical Engineering and Computer Science Ronnie Gran and	grad2@ece.uci.edu
Mechanical and Aerospace Engineering Leslie Noel	lknoel@uci.edu
ACE Concentration Gwen Donaldson	gmdonald@uci.edu
Environmental Engineering Concentration Gwen Donaldson	gmdonald@uci.edu
Materials Science and Engineering Interdisciplinary Concentration Gwen Donaldson	gmdonald@uci.edu