The Henry Samueli School of Engineering

**Department**
- Graduate Advisor
- Graduate Coordinator

**Graduate Student Affairs**
- Associate Dean
- Director
- Academic Counselor
- Student Affairs Officer (50%)

**Graduate Division**
- Graduate Dean
Graduate Student Affairs Staff

Dr. John LaRue
Associate Dean of Student Affairs and MAE Professor

Sonja Dietrich
Director
*Primarily works with EECS and MAE students*

Karla Gonzalez
Student Affair Officer
*Primarily works with prospective students*

Jean Bennett
Academic Counselor
*Primarily works with BME, ChEMS, CEE, ENE and MMT*
Full-Time Enrollment

- 12 units MINIMUM
- 16 units MAXIMUM (without exceptional approval)

Students typically enroll in a combination of:

- Graduate, Non-Research Courses (200-289)
- Upper-level Undergraduate Courses (100-189)
- Individual Research and Seminar Courses
- ENGR399 (Unit Filler if a Student Is TAing for the quarter)
Part-Time Enrollment

- 1 unit MINIMUM
- 8 units MAXIMUM

-Only Terminal M.S. students are eligible to petition for part-time study.

-Ph.D. students wishing to go on part-time study, would need to request exceptional approval, which is rare. Exceptions would be granted for up to 3 quarters maximum.

-Part-time study must be renewed annually.

DEADLINE FOR FALL QUARTER PART-TIME PETITION:
10/12 at 12noon
Leave of Absence

Up to 3 quarters MAXIMUM
Student must have ≥ 3.0 CUM GPA
Must have completed one quarter of study

- International Students may not be eligible for a leave of absence and should check with the International Center.

- Students pursuing research outside of California should request In-Absentia instead of LOA.

- Through the Intercampus Exchange Program, you may take advantage of unique educational opportunities at another University of California campus.
Acceptable grades are: A+ through B and S

- Students may petition to have one B- accepted towards degree requirements (except for core courses in BME, EECS, and MMT).
- Any following B- grades or grades C or below cannot be used towards a degree.

Students must maintain a CUM GPA of ≥ 3.0

- Academic Probation occurs when students’ overall GPA falls below a 3.0 (or quarterly GPA is less than 3.0 for 2 consecutive quarters).
- The Academic Probation timeframe is 2 quarters and students are not eligible for degree completion during those quarters.

No P/NP (Always choose “Grade Option”)
In order to remain in the PhD or MS program, all students must maintain good academic standing including the following:

- **GPA** – Student must maintain at least a 3.0 cumulative GPA.
- **Enrollment of Units** – Students must maintain continuous registration (at least 12 units) each quarter throughout graduate career, unless part-time status or academic leave of absence has been approved.
- **Grade Reports** - All Incomplete (I), Withdrawal (W), or Not Reported (NR) grades should be reviewed and appropriate action taken as needed.
- **PhD Research Advisor** - PhD students must have a research advisor willing to advise them after their first year of their PhD studies (including summer term). If a student switches advisors (for whatever reason), the student must find another research advisor by the following quarter (excluding summer term) in order to remain in good academic standing.
- **Normative Time to Degree** – The student must advance to candidacy and complete the degree within the limitations established. A student exceeding the maximum time shall not receive University resources (e.g., financial aid, TA-ships, housing, etc.).
Steps to a M.S. Degree

CHOOSE OPTION
Plan I: Thesis
Plan II: Non-Thesis

Plan I: Thesis
Begin coursework
Submit Plan of Study to Graduate Advisor
Identify thesis advisor and topic
Submit Advancement to Candidacy
Complete thesis, submit to University Archives

Plan II: Non-Thesis
Begin coursework
Submit Plan of Study to Graduate Advisor
Continue coursework
Submit Advancement to Candidacy
Complete coursework/exam/project (differs by department)
Milestones (M.S.)

• **Plan of Study**
  • Submit your tentative plan during your first quarter of study. This will serve as an outline for your degree progress and can be changed as needed.

• **Advancement to Candidacy**
  • Submit your Advancement form at least 1 quarter prior to expected quarter of graduation
    • E.g., if you want to graduate at the end of the Spring quarter, you must turn in your advancement before the Winter quarter advancement deadline!
<table>
<thead>
<tr>
<th>Steps to a Ph.D. Degree</th>
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<tbody>
<tr>
<td>Choose research advisor</td>
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<tr>
<td>Complete any necessary coursework</td>
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<tr>
<td>Take preliminary exam</td>
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<tr>
<td>Continue research and choose dissertation topic</td>
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<td>Nominate qualifying committee</td>
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<tr>
<td>Take qualifying exam and submit PhD form</td>
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<td>Select doctoral committee</td>
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<tr>
<td>Complete dissertation</td>
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<tr>
<td>Defend dissertation and submit PhD form II</td>
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<tr>
<td>Submit dissertation to university archives</td>
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**Milestones (Ph.D.)**

- **Required Courses**
  - Be sure to take any courses required of Ph.D. students in your department or decided upon by you and your research advisor.

- **Preliminary Exam**
  - Typically taken in years 1 or 2, depending on specific department requirements

- **Qualifying Exam**
  - Typically taken in years 2 or 3, depending on specific department requirements and your own progress in research.
  - Turn in Ph.D. I form (signifying successful completion of the Qual. Exam) by the quarterly deadline to become eligible for graduation in any subsequent quarter. For Non-Residents, advancement also decreases the Non-Resident Tuition for up to 3 years.

- **Dissertation Defense**
  - Turn in PhD II form (signifying successful completion of the defense and dissertation) by the quarterly deadline to become eligible for graduation that quarter.
M.S. and Ph.D. Funding Options

- **Fellowships**
  - School/Department
  - Other (check out our [Active Fellowship Opportunities](#) website)

- **Work Positions**
  - Teaching Assistant
  - Reader
  - Tutor
  - Graduate Student Researcher
Residence Classification for Tuition Purposes

Please note that this pertains to U.S. Citizens and Permanent Residents Only

• Who is a Resident? A financially independent U.S. citizen or an eligible non-citizen who has been present in California for over one year with intent to make California their permanent residence.

• Your status as a resident or nonresident student is determined by the UCI Residence Officer who is located in the Registrar’s Office.

• Establishing Residency: If you are classified as a nonresident, you will retain that status until you petition for and receive resident classification. You may petition for residence for any term which you feel all eligibility requirements will be met.

• To apply for residency status you will need to complete a Petition for Resident Classification. To be eligible, you must demonstrate:
  • physical presence in California;
  • intent to become a California resident and reside indefinitely;
  • financial independence or meet one of the exceptions.
Helpful Hints

- **Check your ZotBill**
  - Be aware of your costs and financial aid offers
  - Ensure all late fees have been taken care of

- **Check your course enrollment and transcript**
  - Avoid a “NR” (No Report)
  - Avoid a “W” (Withdraw after 6th week)
  - Complete “I” courses in a timely manner (up to 3 quarters)

- **Be aware of deadlines**

- **Communicate** with your department and/or Graduate Student Affairs on a regular basis

- **Read your emails**
1) Explore the Area outside of OC
   - 1 hour from Los Angeles, 1 hour from San Diego
   - John Wayne Airport (SNA) is about 10 minutes away
   - Get discount tickets to local parks, etc. from UCItems

2) Explore Irvine
   - Farmer's Market: University Center on the corner of Bridge and Campus, every Saturday: 8 a.m. – Noon
   - Woodbridge Movie Theatre in Irvine (East of Culver on Barranca Parkway) is $1.00 (Tuesdays) or $2.00 (all other days)
   - Nearby shopping centers: Fashion Island (Newport Beach), Irvine Spectrum Center (Irvine), South Coast Plaza (Costa Mesa), Laguna Hills Mall (Laguna Hills), Triangle Square (Newport Beach)

3) Use the Anteater Recreation Center (ARC) or 24HrFitness (at a cost)

4) Get Involved - e.g., Associated Graduate Students (AGS)
Getting Around the Irvine/OC Area

Orange County Transportation Authority (OCTA)
- Offers bus service throughout the OC
- UCI Students can ride using University Pass (with a membership fee). Maps are located at the Parking Office lobby.

Express Shuttle
- Offers shuttle service on-campus and in select off-campus areas. Visit the ASUCI website for route information.

ZipCar
- The Zipcar program offers cars by the hour or by the day for errands, meetings, or just for having fun.
- The 8 Zipcars on campus are available 24/7 and cost $8 per hour and up to $66 per day. Included is gas and insurance, and 180 free miles.
- Simply reserve online, let yourself in with your Zipcard and drive. $25 application fee and $50 annual fee.

Amtrak
- Offers service to many cities/states across the country.
- Approximately $40 round-trip from Irvine to San Diego
- Approximately $30 round-trip from Irvine to Los Angeles
Other Student Resources

- Career Center
- Counseling Center
- International Center
  - Libraries
  - Graduate Division

Today’s Resource Fair
- Graduate Resource Center
- AGS Engineering Reps
- International Center
  - GSHIP
When in doubt ...

Contact the Graduate Student Affairs office!

What are some of the many reasons to visit the GSAO?

• "I am having funding issues" - we can point you to any active fellowships or discuss other possible funding options you may be eligible for

• "I have concerns about my research lab/research advisor" - we are here to listen and counsel you on how to proceed depending on the situation

• "I need help planning my classes" - we can go over the Plan of Study with you and help you enroll in courses

• "What do I need to do for.... (advancing to candidacy, taking my qualifying exam, defending my dissertation, etc.)" - we can go over the paperwork process and important deadlines geared towards your specific situation

• "I need the Associate Dean’s signature" - you can drop off the form at our office and we will get the signature for you