Graduate Related Offices

**Department**
- Graduate Advisor
- Graduate Coordinator

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

**Graduate Division**
- Graduate Dean
Graduate Student Affairs Office (GSAO)

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

Jean Bennett
Director
Primarily works with EECS and MAE students

Karla Gonzalez
Student Affair Officer
Primarily works with prospective students

???
Assistant Director
Primarily works with BME, ChEMS, CEE, ENE and MMT

305 Rockwell Engineering Center (#311 on campus map)
gradengr@uci.edu
http://www.eng.uci.edu/grad

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Full-Time Enrollment

- 12 units MINIMUM
- 16 units MAXIMUM (without authorization from GSAO)

Students typically enroll in a combination of:
- Graduate, Non-Research Courses (200-289)
- Upper-level Undergraduate Courses (100-189) - limited
- 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 are not granted part-time status except on exceptional basis only. Approval is rare and would be granted for up to 3 quarters maximum.

- Part-time study must be renewed annually.

DEADLINE FOR FALL QUARTER PART-TIME PETITION:
Oct. 17th at 12noon
Leave of Absence

Up to 3 quarters MAXIMUM
Student must have $\geq 3.0$ 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.
Satisfactory Progress

- In order to remain in the PhD or MS program, all students must **maintain good academic standing** including the following:

  - **GPA** – Students 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 LOA 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 after their first year of their PhD studies. If a student switches advisors (for whatever reason), the student must find another research advisor by the following quarter in order to remain in good academic standing.
  - **Normative Time to Degree** – Students must advance to candidacy and complete the degree within the limitations established. A student exceeding the maximum time will not receive University resources (e.g., financial aid, TA-ships, housing, etc.).
Grading

• **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
    • Quarterly GPA is less than 3.0 for 2 consecutive quarters
    • Fewer than 24 units have been completed and applicable toward the degree requirements within the last 3 quarters
  • The Academic Probation lasts 2 quarters and students are not eligible for degree completion during those quarters.

• **Always choose “Grade Option” – P/NP courses are not acceptable toward degree**
Academic Dishonesty

- **Academic dishonesty** applies equally to electronic media and print, and involves text, images, and ideas. It includes but is not limited to the following examples:
  - Cheating
  - Dishonest Conduct
  - Plagiarism
  - Collusion

- Students have responsibility for:
  - Knowing and following the academic honesty policy.
  - Refusing to aid or abet any form of academic dishonesty.
  - A student who is found to have committed an act of academic dishonesty will be given a warning for their first incident of academic dishonesty (unless the act is egregious). If egregious, then a student is subject to immediate academic disqualification. If not egregious, then any future incidents will result in academic disqualification.
Requirements and Policies

• You can find a list of course descriptions as well as your requirements in the 2012-13 UCI General Catalogue.

• You can find the policies and procedures to guide you through your graduate study in the Engineering Graduate Student Handbook.
**Steps to a M.S. Degree**

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

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**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 by the end of 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!
Steps to a Ph.D. Degree

1. Choose research advisor
2. Complete any necessary coursework
3. Take preliminary exam
4. Continue research and choose dissertation topic
5. Nominate qualifying committee
6. Take qualifying exam and submit PhD form
7. Select doctoral committee
8. Complete dissertation
9. Defend dissertation and submit PhD form II
10. Submit dissertation to university archives
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. Possible Funding Options

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

• **Work Positions**
  • Teaching Assistant
  • Reader/Tutor/Grader
  • Graduate Student Researcher
The Henry Samueli School of Engineering
UC Irvine

NSF Graduate Research Fellowship Program

• The program supports outstanding graduate students who are pursuing research-based master's and doctoral degrees.

• Criteria:
  • US citizenship, national, or permanent resident status
  • First year or second year graduate students

• Fall Workshops at the GRC:
  • October 2 – NSF GRFP Information Session
  • October 3 – Personal Statement
  • October 4 – Research Essays
  • October 9 – Faculty Reviewer Panel
  • October 10 – Application Experience
  • October 11 – Exploring Broader Impacts Fair

• Fall 2012 deadline is **November 13, 2012** so start working on your application!
Residence Classification - Tuition

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

• A resident is a financially independent U.S. 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 (located in the Registrar's Office).

• To establish 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
  • financial independence
Helpful Hints

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

- **Check your course enrollment and transcript**
  - Avoid NR, W, I on transcripts
  - Enroll in research units with correct professor

- **Be aware of deadlines and read your emails**

- **Communicate** with your department and/or our office on a regular basis
  - Notify us of your degree completion plans so we can advise you on the important milestones and deadlines
Work-Life Balance

1) Explore the Area around and 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 Student Government (ASUCI)

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.

**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.

**Express Shuttle**
- Offers shuttle service on-campus and in select off-campus areas. Visit the [ASUCI website](#) for route information.

**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
- Graduate Division
- Graduate Resource Center
- International Center
- Libraries
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