Graduate Student Affairs Office (GSAO)

5400 Engineering Hall
(building #308)
http://www.eng.uci.edu/current/graduate
gradengr@uci.edu
Monday-Friday
8:30am-12pm; 1pm-4:30pm

Jean Bennett
Director
jean.bennett@uci.edu
Primarily works with
EECS and MAE

Dr. Lee Swindlehurst
Associate Dean for Research
and Graduate Studies
EECS Professor

Nadia Ortiz
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Primarily works with BME,
ChEMS, CEE, ENE and MMT
Graduate Related Offices

- **Department**
  - Graduate Advisor
  - Graduate Coordinator

- **Graduate Division**
  - Graduate Dean

- **International Center**
  - (for F1 or J1 visa holders)

- **Graduate Student Affairs**
  - Associate Dean
  - Director
  - Assistant Director
Full-Time Enrollment

- 12 units MINIMUM
- 16 units MAXIMUM
- 17+ units - Email GSAO Counselor

Part-Time Enrollment

- 1 unit MINIMUM
- 8 units MAXIMUM

- Only terminal M.S. students are eligible to petition for part-time study.
- Part-time Form must be received by the quarterly deadline
- Ph.D. students are not granted part-time status except on exceptional basis only. Approval is rare.
Enrollment Deadlines

ADD/DROP/UNIT CHANGE Deadlines: Friday of Week 2 @ 5:00pm

Missed Deadline?

– Submit electronic Enrollment Exception through StudentAccess

– No guarantee that request will be approved

– Automatic $3.00 processing charge for any late add/drop/change
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** - Avoid Incomplete (I), Withdrawal (W), or Not Reported (NR) grades on transcripts - take appropriate action as needed.
  
  • **PhD Research Advisor** - PhD students must have a research advisor by the end of 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 per program. A student exceeding the maximum time may not be able to 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 certain programs have more strict requirements).
  - Any following B- grades or grades C or below cannot be used towards a degree.

- **Students must maintain a 3.0 GPA or higher**
  - 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
  - Academic Probation lasts 2 quarters

- **Always choose “Grade Option” - P/ NP courses are not acceptable toward degree**
Requirements and Policies

• You can find a list of course descriptions as well as your requirements in the 2015-16 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

**Plan I: Thesis**
- Begin coursework
- Submit Plan of Study to Grad Coordinator
- Identify thesis advisor and topic
- Submit Advancement to Candidacy
- Complete thesis and exit survey, submit thesis University Archives

**Plan II: Non-Thesis**
- Begin coursework
- Submit Plan of Study to Grad Coordinator
- Continue coursework
- Submit Advancement to Candidacy
- Complete coursework and exam/project (differs by department) and exit survey
**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 I
7. Select doctoral committee
8. Complete dissertation
9. Defend dissertation and submit PhD Form II
10. Submit dissertation to university archives, submit exit survey
Helpful Hints

- Double check your enrollment in WebReg or in Student Access to make sure you are:
  - Enrolled with the correct Professor for research or the correct section of the course (if applicable)

- Enrolling in Undergraduate Courses
  - Contact the professor of the Engineering course, stating that you are a graduate student wishing to enroll in their undergraduate course and asking whether or not they approve of this request.
  - If the professor approves, forward the email to the Curriculum Office at engcasa@uci.edu.
  - Check with your Graduate Advisor for approval to count these courses towards your MS degree requirements.
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