THE HENRY SAMUELI SCHOOL OF ENGINEERING

NEW GRADUATE STUDENT ORIENTATION 2008
Welcome to University of California Irvine!
The Graduate Student Affairs Office provides personal and academic counseling and advice for students as they navigate towards degree completion. We also serve as the school-wide approval for petitions, advancements to candidacy, degree conferrals, and other processes.
Graduate Student Affairs:
Who are we?

- **John LaRue, Associate Dean**
  - 101 ECT
  - Originally from Northern California
  - Loves hiking

- **Sonja Dietrich, Director**
  - 101 ECT, sonja.dietrich@uci.edu
  - Originally from Pennsylvania
  - Loves Mexican food
  - Primary Counselor for EECS, MAE, and NTWS (admissions)

- **Claire Goldsby, Counselor**
  - 101 ECT, claire.goldsby@uci.edu
  - Originally from Northern California
  - Loves arts and crafts
  - Primary Counselor for BME, CBE, CEE, ENE, MMT, MSE

- **Search in Progress, Student Employee**
  - 101 ECT
GRADUATE ADVISORS

- **BME**: Frithjof Kruggel
- **CBE**: Vasan Venugopalan
- **CEE**: Maria Feng
- **EECS**: Payam Heydari
- **ENE**: Bill Cooper (Program Director)
- **MAE**: Donald Dabdub
- **MMT**: Chin Lee (Program Director)
- **MSE**: Martha Mecartney
Role of the Graduate Advisor

- Official representative of the Graduate Dean in his/her department
- Responsible for supervising graduate study in their department
- Assists each graduate student in finding an individual faculty advisor and/or mentor
- Plan of study, form, and exception case approval
GRADUATE COORDINATORS

- **BME**: Karen Stephens
- **CBE**: Grace Chau
- **CEE**: April Heath
- **EECS**: Ronnie Gran
- **ENE**: Claire Goldsby
- **MAE**: Louise Yeager
- **MSE**: Grace Chau
- **MMT**: Claire Goldsby
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 automatically eligible to petition for part-time study.

- Part-time study must be renewed annually.

- 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.

DEADLINE FOR FALL QUARTER PART-TIME PETITION:
10/15 at 12noon
Leave of Absence

DEADLINE FOR FALL QUARTER **LOA REQUEST:**

10/10

- Up to 3 quarters MAXIMUM
- Student must have $\geq 3.0$ CUM GPA

- International Students are not eligible for a leave of absence unless they are returning to their home country during the leave.

- Students pursuing research at another institution should request In-Absentia NOT Leave of Absence.
Grading

- **Students must maintain a CUM GPA of $\geq 3.0$**
  - Students whose GPAs fall below a 3.0 or who earn a quarterly GPA of less than 3.0 in two sequential quarters will be placed on a 2 quarter Academic Probation period and become ineligible for degree completion during those quarters.

- **Acceptable grades are: A+, A, A-, B+, B, S**
  - Students may **petition** to have one B- accepted towards degree requirements. (Not accepted for core courses in BME or EECS.)
  - Subsequent B-s or any grades C or below can not be used towards a degree.

- **No P/NP (Always choose “Grade Option”)**
Steps to a M.S. Degree

1. Tjel tries to pick a thesis topic...

2. The skies open up! Inspiration flashes! She has an epiphany!

3. Yes! I have a thesis topic!!

4. Suddenly...

5. Reality crashes down...

   Sorry, it's not my area of expertise. I'll never get funded and I think it's a boring topic. Go think some more.

   I had a thesis topic.

Jorge Cham © The Stanford Daily

www.phdcomics.com
Steps to a M.S. Degree

CHOOSE OPTION
Plan I: Thesis
Plan II: Comprehensive Exam

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

Plan II: Comprehensive Exam
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
    - i.e. 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

OK, we're all set for your defense tomorrow.

I booked your room, confirmed all your committee members...

Arranged for food and drinks, posted fliers. All we need is your presentation.

Almost done?

Almost started.

www.phdcomics.com
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.)

- **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.

- **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.

- **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 (Active Fellowship Page)

- Work Positions
  - Teaching Assistant
  - Graduate Student Researcher
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
BALANCE

Have fun and enjoy the weather!

- **Explore the Area**
  - 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

- **Use the** [Anteater Recreation Center (ARC)](https://www.anteater.uc Irvine.edu) **or** [24HrFitness](https://24hrfitness.com)

- **Get Involved**
  - [Associated Graduate Students (AGS)](https://ags.ucirvme.edu)
  - Engineering Graduate Student Council (EGSC)

- **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 $1.50 (all times, all seats)

- 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)
Getting Around the Irvine/OC Area

**Orange County Transportation Authority (OCTA)**
- Offers bus service throughout the OC
- UCI Students can ride FREE using U-Pass. Simply go to the Parking Office to activate this feature on your UCID.

**ZipCar**
- The Zipcar program offers cars by the hour or by the day for errands, meetings, or just for having fun.
- $35 membership fee, but students receive a $35 driving credit for Zipcar use.
- The 8 Zipcars on campus cost $7 per hour and $49 per day.

**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
- International Center
- Science Library
- Graduate Division
When in doubt...

Contact the Graduate Student Affairs office!

We are here to help you navigate the many rules, regulations, forms, and processes surrounding graduate study at UC Irvine.
Welcome to The Henry Samueli School of Engineering!!