204 Rockwell Engineering Center
(building #311)
http://www.eng.uci.edu/current/graduate
gradengr@uci.edu
Monday-Friday
9am-12pm; 1pm-4pm

Dr. Fadi Kurdahi
Associate Dean
Graduate & Professional Studies

Jean Bennett
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Primarily works with EECS, EM and MAE

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Primarily works with BME, ChEMS, CE, EnE and MMT

Last revised 9/2018
For non-F1 or J1 visa holders

Graduate Division
Graduate Dean

Department
Grad Advisor
Grad Coordinator

For F1 or J1 visa holders

Graduate Student Affairs
Associate Dean
Director
Assistant Director

International Center

After IC approval
• You can find a list of course descriptions as well as your requirements in the 2018-19 UCI General Catalogue.

• You can find the policies and procedures to guide you through your graduate study in the Engineering Graduate Student Handbook.

• Also refer to your departmental handbook for additional/specific requirements.
Enrollment Reminders

Full-time

• 12 units minimum
• 16 units maximum
• 17+ units – need to email GSAO counselor for approval
• Required every quarter until graduation

Part-time

• 1 units minimum
• 8 units maximum
• For domestic MS students only
• For international MS students in their last quarter only
• Requires form and approval by certain deadline

ABSOLUTE REGISTRATION DEADLINE: Friday of Week 3 @ 4:00pm

ADD/DROP/UNIT CHANGE DEADLINE: 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
All Students:

- 3.0 GPA or higher
- Passing courses = B or higher or Satisfactory (S)
  - P/NP courses = not acceptable toward degree
  - Academic Conditional Status = lower than 3.0 GPA OR 2 Consecutive Term GPAs lower than 3.0

PhD Students:

- Match with PhD advisor by end of 1st year and maintain an advisor at all times
- Stay within normative time (see catalogue for specific timelines)
Campus Resources

Career Center

Counseling Center

Graduate Division

Graduate Resource Center

International Center

Libraries
When In Doubt….

Contact the Graduate Student Affairs Office (for several reasons)!

• “I need help planning my classes” OR “I want to graduate in….” – academic advising

• “What do I need to do for.... (advancing to candidacy, taking my qualifying exam, defending my dissertation, etc.)” – we send important information to you when appropriate

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

• ”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