Graduate Student Affairs Office (GSAO)

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

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

Dr. Fadi Kurdahi
Associate Dean
Graduate & Professional Studies
EECS Professor

Connie Cheng
Assistant Director
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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

- **Graduate Student Affairs**
  - Associate Dean
  - Director
  - Assistant Director

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

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

Part-Time Enrollment

- 1 unit MINIMUM
- 8 units MAXIMUM

- Only domestic 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
Grading

• **Acceptable grades are: A+ through B and S (Satisfactory)**

• **Students must maintain a 3.0 GPA or higher**
  • Academic Conditional Status 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 Conditional Status lasts 2 quarters

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

In order to remain in the PhD or MS program, all students need to 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.).
Requirements and Policies

• You can find a list of course descriptions as well as your requirements in the 2017-18 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.
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
- Advancement to Candidacy must be submitted at least one quarter prior to graduation
- Complete thesis and exit survey, submit thesis University Archives

Plan II: Non-Thesis
- Begin coursework
- Submit Plan of Study to Grad Coordinator
- Continue coursework
- Advancement to Candidacy must be submitted at least one quarter prior to graduation
- Complete coursework and exam/project (differs by department) and exit survey
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