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 and MAE

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

Connie Cheng
Assistant Director
connie.cheng@uci.edu
Primarily works with BME, ChEMS, CEE, ENE and MMT
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 (Wednesday Week 3 at 12PM)
- 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 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
Requirements and Policies

• You can find a list of course descriptions as well as your requirements in the 2016-17 UCI General Catalogue.

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

• Please also refer to your department 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

- Choose research advisor
- Complete any necessary coursework
- Take preliminary exam
- Continue research and choose dissertation topic
- Nominate qualifying committee
- Take qualifying exam and submit PhD Form I
- Select doctoral committee
- Complete dissertation
- Defend dissertation and submit PhD Form II
- 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