Welcome to the Samueli School of Engineering
Electrical Engineering and
Computer Science
<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>Welcome and Introductions</td>
<td>Natalie Imondi, Admission Graduate Program Coordinator</td>
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<tr>
<td>9:05 am</td>
<td>Words from the Chair</td>
<td>Dr. H. Kumar Wickramasinghe, Department Chair</td>
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<tr>
<td>9:10 am</td>
<td>Words from the Graduate Advisor</td>
<td>Dr. Filippo Capolino</td>
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<tr>
<td>9:15 am</td>
<td>Staff Introductions</td>
<td>Staff</td>
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<tr>
<td>9:25 am</td>
<td>GSR, TA &amp; Readers</td>
<td>Susan Staebell</td>
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<tr>
<td>9:30 am</td>
<td>Discrimination and Sexual Harassment</td>
<td>Raid Faraj, Diversity Educator</td>
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<tr>
<td>10:30 am</td>
<td>Library resources</td>
<td>Julia Gelfand, Engineering Librarian</td>
</tr>
<tr>
<td>10:50 am</td>
<td>MS &amp; PhD requirements</td>
<td>Amy Pham – MS (EH 1200)</td>
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<td>Dr. Capolino - PhD (Harut Barsamian Colloquia -EH 2430)</td>
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<tr>
<td>12:00 pm</td>
<td>Lunch</td>
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## Your EECS Department

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Dr. H. Kumar Wickramasinghe</td>
</tr>
<tr>
<td>Graduate Advisor</td>
<td>Dr. Filippo Capolino</td>
</tr>
<tr>
<td>Department Administrator</td>
<td>Rita Reber</td>
</tr>
<tr>
<td>Graduate Program Coordinator</td>
<td>Amy Pham</td>
</tr>
<tr>
<td>Graduate Admission Coordinator</td>
<td>Natalie Imondi</td>
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<tr>
<td>Academic Personnel Coordinator</td>
<td>Susan Staebell</td>
</tr>
<tr>
<td>Payroll &amp; Personnel Administrator</td>
<td>Loretta Waltemeyer</td>
</tr>
<tr>
<td>Educational Programs Coordinator</td>
<td>Pauline Eatherly</td>
</tr>
<tr>
<td>Administrative Coordinator/Chair's Office</td>
<td>Elvia Salas</td>
</tr>
<tr>
<td>Sr. Electronics Technician</td>
<td>Bao Nguyen</td>
</tr>
</tbody>
</table>
TA’s, Reader’s and GSR’s

- Graduate students may be employed as Graduate Student Researchers, Teaching Assistants or Readers.
- Individual faculty members may have research funds available for supporting Ph.D. student as GSR’s.
TA-ship Requirements

• Hire every quarter
• Application must be submitted by deadline date for each quarter (this does not guarantee an appointment)
• Student must have taken the course or equivalent
• International and Permanent Resident must meet English Proficiency Requirement
• 3.1 GPA
• Full-time student status
• TA application & information: http://www.eng.uci.edu/dept/eeecs/graduate/teaching-assistants-and-readers
Readers

- Hire every quarter (2\textsuperscript{nd} week)
- English Proficiency is not required.
- 3.1 GPA
- Can be part-time student status
- Contact Professor for interview
- Prof. will contact Susan with selection
- Susan will contact you (don’t contact her)
Steps to being hired

- Professors will notify EECS with their suggestions
- Department will appoint
- Susan Staebell will email you for any paperwork requirements
- Pay: GSR: Monthly salary (possibly: tuition and fees)
  TA’s: Fees and monthly salary
  Graders/Readers: Bi-monthly (salary only)
The UC Irvine Libraries cordially invite you to a

New Graduate Student Reception

To welcome you to the UCI Libraries

Friday, September 25, 2015

3:00 - 4:30 pm Reception
Roger C. Holden Faculty and Graduate Student Reading Room
(near Check Out Desk)
Langson Library
Light refreshments will be served

http://www.lib.uci.edu/grad15.html

http://www.lib.uci.edu/
MS Agenda

• MS Degree requirements
  Jean Bennett, GSAO Director
• Courses
  Amy Pham, EECS Graduate Program Coordinator
• Plaza and Webreg info
  Jennifer Vargas, CASA Analyst
• Department polices
  Amy Pham
• CPT/OPT
  Natalie Imondi, EECS Admissions Coordinator
Related Departments

EECS Department
Dr. Filippo Capolino
Amy Pham

Graduate Division

Graduate Student Affairs
Dr. Lee Swindlehurst
Jean Bennett

International Center
Roadmap to MS Degree

1st quarter

Choose option:
thesis or comp. exam

1. Choose research advisor
2. M.S. thesis

3. courses
4. choose research advisor
5. M.S. thesis

6. courses
7. 1 quarter of EECS 294

Submit:
- M.S. Plan of Study
- Advancement to Candidacy

Submit:
- Completed thesis
- Diploma & Commencement form

Submit:
- M.S. Plan of Study
- Advancement to Candidacy

Submit:
- Diploma & Commencement form

Quarter of completion

2nd quarter before completion
Degrees and Concentrations

Concentrations:
• Electrical Engineering
  • Systems
  • Circuits and Devices
• Computer Engineering

Degrees Awarded:
• M.S.
  – Plan I: Thesis Option
  – Plan II: Comprehensive Exam Option
# M.S. Degree Requirements

## Electrical Engineering

### Thesis Option

- 12 Courses total (4 units each)
- 7 Concentration Courses
- 5 Elective course
  - No more than 4 courses of EECS 296 (Thesis Research)
  - No more than 1 course of EECS 299 (Individual Study)
  - No more than 1 undergraduate elective course.

### Comprehensive Exam Option

- 12 Courses total (4 units each)
- 4 Core Courses
  - Choose 4 of the 6 in your field
- 5 Concentration Courses
- 3 Elective Course
  - No more than 1 course of EECS 299 (Individual Study)
  - No more than 2 undergraduate elective courses
- 1 Seminar Course (EECS 294)
  - Cannot be used toward the 12 courses
# M.S. Degree Requirements

## Computer Engineering

<table>
<thead>
<tr>
<th>Thesis Option</th>
<th>Comprehensive Exam Option</th>
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<tbody>
<tr>
<td>• 12 Courses total (4 units each)</td>
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<tr>
<td>• 3 Core Course</td>
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<tr>
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</table>
EECS Distinguish Lecturer Series
EECS 294 (1 unit Seminar Course)

- Seminars held every 1st Friday of the month
- Required to attend all 3 seminars
- Online multiply choice test

Please check website for more information
Individual Research
EECS 299

• Students can choose between 1-16 variable units.
• Students should sign up for these units if they are conducting individual research under a faculty instructor.
• Contact Faculty before enrolling
• Only 4 units can be used towards elective requirement for comprehensive or thesis track
• Students can choose between 1-8 variable units.
• This is a filler course used to assist MS students in maintaining the 12 unit per quarter minimum.
• 8 units is the maximum number you can use as "filler" for the entirety of your graduate career.
• Your other units are expected to be legitimate courses, seminars, research units, etc.
How to schedule classes

• Plaza
  http://plaza.eng.uci.edu/

• Registrar’s website
  http://www.reg.uci.edu/

• Undergraduate course enrollment
  http://www.eng.uci.edu/dept/eecs/graduate/additional-program-information
Courses that are not acceptable towards MS Degree Requirements

http://www.eng.uci.edu/files/courses-that-are-not-acceptable-in-eecs-ms_1_3.pdf

- EECS 111 System Software
- EECS 112 Organization of Digital Computers
- EECS 112L Organization of Digital Computers Laboratory
- EECS 114 Engineering Data Structures and Algorithms
- EECS 116 Introduction to Data Management
- EECS 129A&B Computer Engineering Senior Design Project
- EECS 140 Engineering Probability
- EECS 145 Electrical Engineering Analysis
- EECS 148 Computer Networks
- EECS 150 Continuous-Time Signals and Systems
- EECS 160A Introduction to Control Systems
- EECS 160LA Control Systems I Laboratory
- EECS 170A Electronics I
- EECS 170LA Electronics I Laboratory
- EECS 170B Electronics II
- EECS 170 LB Electronics II Laboratory
- EECS 170C Electronics III
- EECS 170LC Electronics III Laboratory
- EECS 180A Engineering Electromagnetics I
- EECS 180B Engineering Electromagnetics II
- EECS 189A&B Electrical Engineering Senior Design Project
Change of Major

- Enroll in both core course (EECS 213 & EECS 215) offered in Fall Quarter
- Obtain a grade of A- (3.7) in both courses
- Submit a Change of Major form to Amy (http://www.grad.uci.edu/forms/)
- Submit documents to CpE admission committee for review
Course Substitution

• Transfer or substitution courses request must be approved by the student’s department, the School’s Associate Dean, and the Graduate Dean of the University.
• If all core courses are not offered in an academic year, students who graduate in that year can petition to replace the courses that are not offered.
• Course substitution are done on a case by case basis.
• Please have written approval before enrolling in the courses you want to substitute.
• When applying for a course substitution, please submit the following to the representative of your field of study (please copy Amy Pham):
  – MS Plan of Study (original)
  – Revised MS Plan of Study (with the course that you want substitute listed)
  – A completed Substitution Request Requirement Form

http://www.eng.uci.edu/dept/eecs/graduate/additional-program-information
Steps to conferring your degree

The Advancement to Candidacy Form:
Students must submit forms to the Graduate Coordinator (Amy) during the quarter before you expect to finish your degree. Deadline are set for each quarter (add link).

Conferral forms:
Department will submit conferral paper work for Comprehensive track. Students on Thesis track must submit their MS Thesis to confer degree.

If you completed and submitted a MS Plan of Study, you will receive a reminder email with instructions and deadline dates in regards to submitting advancement and conferral paperwork.

Deadlines: [http://www.eng.uci.edu/current/graduate/deadlines](http://www.eng.uci.edu/current/graduate/deadlines)
Part-time vs Filing Fee

Part-Time Study

• Part-time enrollment at the graduate level during the academic year as enrollment in 1-8 units, including enrollment in Academic English classes.

• If you wish to go part-time (Master’s students only), you must fill out the Part-time Petition, located at Graduate Division Forms, and turn it into your Graduate Coordinator (Amy). Please note although you may have indicated on your graduate admission application that you plan to enroll part-time, you will not be considered for part-time status unless this form is submitted.

Filing-Fee

• Filing fees applies to students who have completed all requirements for a terminal Master’s degree or a Doctoral degree and are ready for the formal submission of their thesis or dissertation, or the final, formal examination. The filing fee status can be used for one quarter only during the student's entire graduate training. Students applying for Filing Fee status must have been registered in the preceding academic session. A filing fee will not be accepted immediately following an academic leave of absence.

• You must fill out the Filing Fee Petition, located at Graduate Division Forms, and turn it into your Graduate Coordinator (Amy). Filing Fee students may not be enrolled in units. You will not be considered for Filing Fee status unless this form is submitted.

• International students can only apply for Part-time or Filing Fee status in the quarter your degree is being conferred. Additional forms are required for the International Center.

• Deadlines: http://www.eng.uci.edu/current/graduate/deadlines
Curricular Practical Training {CPT}

Curricular based off-campus internship/work permission for F-1 international students

Eligibility:

- F-1 Student enrolled for at least one (consecutive) academic year before you are eligible to apply for CPT
- Job offer must be related to your field of study
- You must obtain CPT authorization PRIOR to beginning your internship
- Must be registered for EECS 290
- CPT can **not** be used if you are on "filing fee status"

• **Other key points:**

  - Can only intern/work part time, up to 20 hours a week during the academic year
  - Can intern/work full time, up to 40 hours a week during the summer

More information: International Center’s website (search CPT in the search box)
http://www.ic.uci.edu/students/F1Current/cpt.php
Optional Practical Training {OPT}

Work authorization available to international students post-completion of degree

Key points:

- The earliest you can apply for OPT is 90 days before your program end date
- The latest date the United States Citizenship and Immigration Services (USCIS) will accept your application is 60 days after your program end date

More information: International Center’s website (search OPT in the search box) 
http://www.ic.uci.edu/students/F1Current/opt.php
Important URLs

EECS Website:
http://www.eng.uci.edu/dept/eecs/graduate
Everything you need to know about EECS: Information about degree requirements, degree progression, policies and procedures.

School of Engineering Graduate Website:
http://www.eng.uci.edu/current/graduate
Engineering Student Handbook, Deadlines, forms, Policy procedures and Resources

Graduate Division Forms Website:
http://www.grad.uci.edu/forms/index.html
Almost every form you’ll ever need including Advancements, Petitions, etc. Included at http://www.grad.uci.edu are important dates, deadlines, and other information.

International Center Website:
http://www.ic.uci.edu/
Visa information, OPT/CPT Forms and other important information.

Registrar Website:
http://www.reg.uci.edu/
How to register, enrollment issues, tuition and fees, and other account information.
Filippo Capolino  
Graduate Advisor  
Thursdays: 2:00PM – 3:00PM  
EECS 2217  
*f.capolino@uci.edu*

Amy Pham  
Graduate Program Coordinator  
Business hours: M-F 8:00AM-5:00PM  
Office hours Mondays & Tuesdays: 9:00 AM-11:00AM  
Wednesdays & Thursdays: 1:30 PM -3:30PM  
*amy.pham@uci.edu*

Jean Bennett  
Director  
Graduate Student Affairs, School of Engineering  
Business hours: M-F: 9:00AM-4:00PM, Closed 12:00PM-1:00PM  
*jean.bennett@uci.edu*  
Email for appointment: *gradengr@uci.edu*