Welcome to the Samueli School of Engineering, Electrical Engineering, and Computer Science.
<table>
<thead>
<tr>
<th>EECS Department</th>
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| • H. Kumar Wickramasinghe  
  Chair |
| • Filippo Capolino  
  Graduate Advisor |
| • Michael Green  
  Graduate Advisor- MS Program |
| • Rita Reber  
  Department Administrator |
| • Amy Pham  
  Graduate Program Coordinator |
| • Natalie Imondi  
  Graduate Admission Coordinator |
| • Kathy Fritsch  
  A P and Payroll Coordinator |
| • Stacey Wilson  
  Personnel Manager |
| • Pauline Eatherly  
  Educational Programs Coordinator |
| • Elvia Salas  
  Administrative Coordinator/Chair's Office |
| • Bao Nguyen  
  Sr. Electronics Technician |
Graduate Advisors

- Filippo Capolino, Ph.D.
  PhD Program

- Michael Green, Ph.D.
  MS Program
CASA (Office of Curriculum, Analytical Studies, and Accreditation)

Rockwell Engineering Center
engcasa@uci.edu

- Robert Cassidy, Director of CASA
- Iris Adam, Director of Accreditation
- Jennie Vargas, Analyst
- Stanley Lee, Assistant Analyst
- Kylie Springsteen, Assistant Analyst
ASSESSMENT

- [https://aevis.eng.uci.edu](https://aevis.eng.uci.edu)
- Teaching Assistants for undergraduate EECS courses will most likely collect course materials and assessment data for accreditation.
- Check with the Instructor of the course. Assessment data will be entered using AEFIS online software.

COURSE INFORMATION

- [http://plaza.eng.uci.edu](http://plaza.eng.uci.edu)
- Teaching Plans show course offerings per quarters.
- Graduate Course Outlines with Prerequisites by Topic and/or prerequisites by course.
ENROLLING IN UNDERGRADUATE COURSES

http://casa.eng.uci.edu/policy-and-procedures-manual/graduate-students-enrolling-undergraduate-courses

Graduate students are restricted from enrolling in undergraduate courses using WebReg.

To enroll in an Engineering undergraduate course:
• 1. Contact the professor for permission.
• 2. Forward the permission to CASA.
• 3. CASA will authorize you to enroll.

REGISTRAR
• http://www.reg.uci.edu/navigation/facultystaff.html
EECS Portal

http://portal.eecs.uci.edu/
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
- Student must take the mandatory TAPDP training
- International and Permanent Resident must meet English Proficiency Requirement
- Minimum GPA requirement
- Full-time student status
- TA application & information: http://www.eng.uci.edu/dept/eecs/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 Kathy with selection
- Kathy will contact you (don’t contact her)
Steps to being hired

• Professors will notify EECS with their suggestions
• Department will appoint
• Kathy Fritsch will email you for any paperwork requirements
• Pay:
  GSR: Monthly stipend (possibly: tuition and fees)
  TA’s: Fees and monthly salary (local fees will be paid by the student)
  Graders/Readers: every other Wednesday (hourly pay only)
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
Roadmap to MS Degree

1st quarter

Choose option: thesis or comp. exam

thesis option

comp. exam option

1 quarter of EECS 294

courses
choose research advisor M.S. thesis

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

2nd quarter before completion

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

Quarter of completion

Submit:
- Completed thesis
- Diploma & Commencement form

Submit:
- Diploma & Commencement form
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

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<th>Comprehensive Exam Option</th>
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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 at:
http://engineering.uci.edu/dept/eecs/colloquium
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.

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
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](http://www.eng.uci.edu/current/graduate/deadlines)
Optional Practical Training (OPT) is work authorization available to international students who have been in valid F-1 status for one academic year and who plan to seek employment in the U.S. in their field of study.

Key points:

- Submit your 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
- Total of 12 months
- The new rule includes changing the 17 month extension to 24 months of STEM extension eligibility

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.
Office Hours

Filippo Capolino  
Graduate Advisor  
Wednesdays: 2:00PM –3:00PM  
EH 2217  
f.capolino@uci.edu

Michael Green  
MS Graduate Advisor  
Wednesday 2-3pm or by appointment  
EH 4428  
mgreen@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 & Thursdays1:30 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