<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>Welcome and Introduction</td>
<td>Amy Pham, EECS Graduate Program Coordinator</td>
</tr>
<tr>
<td>9:10 am</td>
<td>Professor H. Kumar Wickramasinghe, EECS Department Chair</td>
<td></td>
</tr>
<tr>
<td>9:20 am</td>
<td>Professor Filippo Capolino, EECS Graduate Advisor</td>
<td></td>
</tr>
<tr>
<td>9:30 am</td>
<td>Introduction of EECS Department office staff</td>
<td></td>
</tr>
<tr>
<td>9:45 am</td>
<td>Discussion of employment (Graduate Student Researcher/Teaching Assistant)</td>
<td>Amy Pham, Graduate Program Coordinator</td>
</tr>
<tr>
<td>10:00 am</td>
<td>Henry Samueli School of Engineering (HSSoE) requirements</td>
<td>Jean Bennett, Director, HSSoE Graduate Student Affairs Office (GSAO)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Connie Cheng, Assistant Director HSSoE GSAO</td>
</tr>
<tr>
<td>10:30 am</td>
<td>Discussion of curriculum/course requirements</td>
<td>Jennie Vargas, Curriculum, Analytic Studies &amp; Accreditation (CASA) Analyst</td>
</tr>
<tr>
<td>10:45 am</td>
<td>MS students: discussion of requirements/Q&amp;A</td>
<td>Amy Pham, Graduate Program Coordinator</td>
</tr>
<tr>
<td>10:45 am</td>
<td>Ph.D. students: discussion of requirements/ Q&amp;A/Student Panel</td>
<td>Professor Filippo Capolino, EECS Graduate Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jean Bennett, Director, HSSoE Graduate Student Affairs Office (GSAO)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Harut Barsamian Colloquia, Engineering Hall 2430</td>
</tr>
<tr>
<td>12:00 pm</td>
<td>Lunch (outside, quad area)</td>
<td></td>
</tr>
</tbody>
</table>
Welcome to the Samueli School of Engineering Electrical Engineering and Computer Science
EECS Department Chair

H. Kumar Wickramasinghe, Ph.D.
Graduate Advisors

- Filippo Capolino, Ph.D.
  Graduate Program
- Syed Jafar, Ph.D.
  MS Program
<table>
<thead>
<tr>
<th>H. Kumar Wickramasinghe</th>
<th>Amy Pham</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Graduate Program Coordinator</td>
</tr>
<tr>
<td>Filippo Capolino</td>
<td>Natalie Imondi</td>
</tr>
<tr>
<td>Graduate Advisor</td>
<td>Graduate Admission Coordinator</td>
</tr>
<tr>
<td>Syed Jafar</td>
<td>TBD</td>
</tr>
<tr>
<td>Graduate Advisor- MS Program</td>
<td>A P and Payroll Coordinator</td>
</tr>
<tr>
<td>Lorrie Aguirre</td>
<td>Stacey Wilson</td>
</tr>
<tr>
<td>Interim Department Administrator</td>
<td>Sr. Personnel analyst</td>
</tr>
<tr>
<td></td>
<td>Pauline Eatherly</td>
</tr>
<tr>
<td></td>
<td>Educational Programs Coordinator</td>
</tr>
<tr>
<td></td>
<td>Elvia Salas</td>
</tr>
<tr>
<td></td>
<td>Administrative Coordinator/Chair's Office</td>
</tr>
<tr>
<td></td>
<td>Bao Nguyen</td>
</tr>
<tr>
<td></td>
<td>Sr. Electronics Technician</td>
</tr>
</tbody>
</table>
• 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
• 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 3.1 GPA requirement
• Full-time student status
• More 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.
- 3.0 GPA
- Can be part-time student status
- Contact Professor for interview
- Professor will contact Department with selection list
- Department will make final decision and will contact you (don’t contact us)
Steps to being hired

- Professors will notify EECS with their suggestions
- Department will appoint
- **Department** will email you for any paperwork requirements
- Pay:
  - **GSR**: Monthly stipend (possibly: tuition and fees)
  - **TA’s**: Fees and monthly salary ($256.50 - local fees will be paid by the student- not by the department)

**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 ENGR 295
- 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: [http://www.ic.uci.edu/students/F1Current/cpt.php](http://www.ic.uci.edu/students/F1Current/cpt.php)
Optional Practical Training {OPT}

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
HSSoE Graduate Student Affairs Office (GSAO)

- Fadi Kurdahi, Associate Dean
- Jean Bennett, Director
- Connie Cheng, Assistant Director
- Joann Krogulski, Administrative Manager
- Minerva Cervantes, Interim Administrative Manager
CASA (Office of Curriculum, Analytical Studies, and Accreditation)

Rockwell Engineering Center 114
engcasa@uci.edu

• Robert Cassidy, Director of CASA
• Jennie Vargas, Analyst
• Kylie Springsteen, Assistant Analyst
ASSESSMENT

- [https://aefis.eng.uci.edu](https://aefis.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
Related Departments

EECS Department
Dr. Filippo Capolino
Dr. Syed Jafar
Amy Pham

Graduate Division

Graduate Student Affairs
Dr. Fadi Kurdahi
Jean Bennett

International Center
Roadmap to MS Degree

1st quarter

Choose option: thesis or comp. exam

2nd quarter before completion

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

Quarter of completion

Submit: • Completed thesis • Diploma & Commencement form

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

1 quarter of EECS 294

courses choose research advisor M.S. thesis
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
<table>
<thead>
<tr>
<th>Thesis Option</th>
<th>Comprehensive Exam Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 12 Courses total (4 units each)</td>
<td>• 12 Courses total (4 units each)</td>
</tr>
<tr>
<td>• 7 Concentration Courses</td>
<td>• 4 Core Courses</td>
</tr>
<tr>
<td>• 5 Elective course</td>
<td>➢ Choose 4 of the 6 in your field</td>
</tr>
<tr>
<td>➢ No more than 4 courses of EECS 296 (Thesis Research)</td>
<td></td>
</tr>
<tr>
<td>➢ No more than 1 course of EECS 299 (Individual Study)</td>
<td></td>
</tr>
<tr>
<td>➢ No more than 1 undergraduate elective course.</td>
<td>• 3 Elective Course</td>
</tr>
<tr>
<td></td>
<td>➢ No more than 1 course of EECS 299 (Individual Study)</td>
</tr>
<tr>
<td></td>
<td>➢ No more than 2 undergraduate elective courses</td>
</tr>
<tr>
<td></td>
<td>• 1 Seminar Course (EECS 294)</td>
</tr>
<tr>
<td></td>
<td>➢ Cannot be used toward the 12 courses</td>
</tr>
</tbody>
</table>
M.S. Degree Requirements
Computer Engineering

Thesis Option

• 12 Courses total (4 units each)
• 3 Core Course
• 4 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)
• 3 Core Courses
• 5 Concentration Courses
• 4 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
EECS Distinguish Lecturer Series
EECS 294 (1 unit Seminar Course)

- Seminars held every 1\textsuperscript{st} & 3\textsuperscript{rd} Friday of the month
- Required to attend all 5 seminars
- Online multiple 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.
<table>
<thead>
<tr>
<th>Quarter Activity</th>
<th>Fall 2017</th>
<th>Winter 2018</th>
<th>Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter begins</strong></td>
<td>Sep 25</td>
<td>Jan 3</td>
<td>Mar 28</td>
</tr>
<tr>
<td><strong>Instruction begins</strong></td>
<td>Sep 28</td>
<td>Jan 8</td>
<td>Apr 2</td>
</tr>
<tr>
<td><strong>$50 late enrollment charge applies if enrolled in 0 units after this date (5:00 p.m.)</strong></td>
<td>Oct 13</td>
<td>Jan 19</td>
<td>Apr 13</td>
</tr>
<tr>
<td><strong>Waitlists deactivated. (5:00 p.m.)</strong></td>
<td>Oct 13</td>
<td>Jan 19</td>
<td>Apr 13</td>
</tr>
<tr>
<td><strong>Last day to:</strong></td>
<td>Oct 13</td>
<td>Jan 19</td>
<td>Apr 13</td>
</tr>
<tr>
<td>Add a course without deans' approval and without $3 service charge. (5:00 p.m.)</td>
<td>Oct 13</td>
<td>Jan 19</td>
<td>Apr 13</td>
</tr>
<tr>
<td>Drop a course without deans' approval and without $3 service charge. (5:00 p.m.)</td>
<td>Oct 13</td>
<td>Jan 19</td>
<td>Apr 13</td>
</tr>
<tr>
<td>Change the grading option or variable units of a course without dean's approval and without $3 service charge. (5:00 p.m.)</td>
<td>Oct 13</td>
<td>Jan 19</td>
<td>Apr 13</td>
</tr>
<tr>
<td>Submit part-time fees petition to Graduate Division for graduate students. (12:00 noon)</td>
<td>Oct 18</td>
<td>Jan 24</td>
<td>Apr 18</td>
</tr>
<tr>
<td>Pay fees late and/or enroll late. (4:00 p.m.)- loss student status</td>
<td>Oct 20</td>
<td>Jan 26</td>
<td>Apr 20</td>
</tr>
<tr>
<td>Submit part-time fees petition to Registrar for undergraduates. (5:00 p.m.)</td>
<td>Oct 20</td>
<td>Jan 26</td>
<td>Apr 20</td>
</tr>
<tr>
<td>Drop a course without receiving a W grade; both deans' approval and $3 service charge required. (5:00 p.m.)</td>
<td>Nov 10</td>
<td>Feb 16</td>
<td>May 11</td>
</tr>
<tr>
<td>Change the grading option or variable units of a course; both dean's approval and $3 service charge required. (5:00 p.m.)</td>
<td>Nov 10</td>
<td>Feb 16</td>
<td>May 11</td>
</tr>
<tr>
<td>Withdraw from a course; W grade assigned; both deans' approval and $3 service charge required. (5:00 p.m.)</td>
<td>Dec 8</td>
<td>Mar 16</td>
<td>Jun 8</td>
</tr>
<tr>
<td>Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.)</td>
<td>Dec 8</td>
<td>Mar 16</td>
<td>Jun 8</td>
</tr>
</tbody>
</table>

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 113 Processor Hardware/Software
- EECS 114 Engineering Data Structures and Algorithms
- EECS 118 Introduction to Knowledge Management for Software & Engineering
- EECS 119 VLSI
- EECS 145 Electrical Engineering Analysis
- EECS 148 Computer Networks
- EECS 150 Continuous-Time Signals and Systems
- EECS 159A&B Senior Design Project I & II
- 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 180 Senior Design Project
Change of Major

• You will be unable to change your major

Your degree will read “MS in Electrical and Computer Engineering”
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.

Note: Graduate Division has strict deadlines. Make sure you submit your forms to me, 2 weeks before Graduate Divisions deadlines.

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](http://www.eng.uci.edu/current/graduate/deadlines)
EECS Portal

http://portal.eecs.uci.edu/
Important URLs

**EECS Website:**
[http://www.eng.uci.edu/dept/eecs/graduate](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](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](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](http://www.grad.uci.edu) are important dates, deadlines, and other information.

**International Center Website:**

Visa information, OPT/CPT Forms and other important information.

**Registrar Website:**

How to register, enrollment issues, tuition and fees, Academic Calendar and other account information.

**Teaching Plan:**

All Engineering classes offered for the academic year will be listed by department can be found at this link
Office Hours

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

Syed Jafar,
MS Graduate Advisor
Wednesdays: 1:30-2:30 or by appointment
EH 4223
syed@uci.edu

Amy Pham
Graduate Program Coordinator
EH 2201
Business hours: M-F 8:00AM-5:00PM
Office hours Tuesdays: 9:00 AM-11:00AM Wednesdays: 1:30 PM-3:30PM
amy.pham@uci.edu

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