



Graduate and Professional Studies (GPS)

UCI Samueli
School of Engineering

**204 Rockwell Engineering Center
(building #311)**

<http://www.eng.uci.edu/current/graduate>
gradengr@uci.edu

**Monday-Friday
9am-12pm; 1pm-4pm**



Jean Macneil
Director

jean.macneil@uci.edu

**Contact for all Ph.D., M.S.,
and M.Eng students**



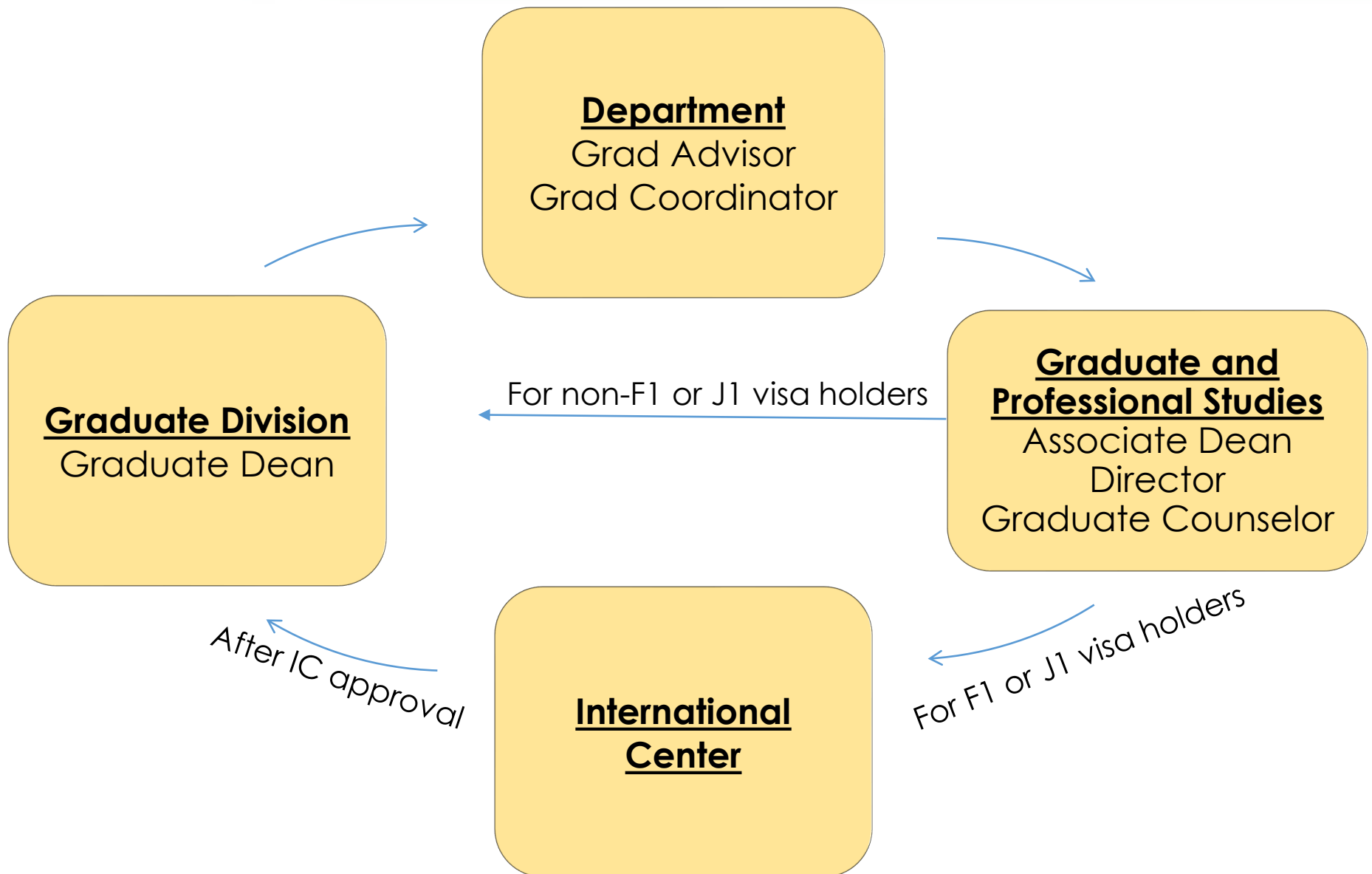
Dr. Athina Markopoulou
Associate Dean

[Vacant]
Graduate Counselor



Graduate Related Offices

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Enrollment Reminders

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Full-time

- 12 units minimum
- 16 units maximum
- 17+ units – need to email GPS Graduate Counselor for approval
- Required every quarter until graduation

Part-time

- 1 units minimum
- 8 units maximum
- For domestic MS students only
- For international MS students in their last quarter only
- Requires form and approval by certain deadline

ABSOLUTE REGISTRATION DEADLINE: Friday of Week 3 @ 4:00pm

ADD/DROP/UNIT CHANGE DEADLINE: Friday of Week 2 @ 5:00pm

Missed Deadline?

Submit electronic [Enrollment Exception](#) through StudentAccess

No guarantee that request will be approved



Satisfactory Progress

All Students:

- 3.0 GPA or higher
- Passing courses = B or higher or Satisfactory (S)
 - P/NP courses = not acceptable toward degree
 - Academic Conditional Status = lower than 3.0 GPA OR 2 Consecutive Term GPAs lower than 3.0

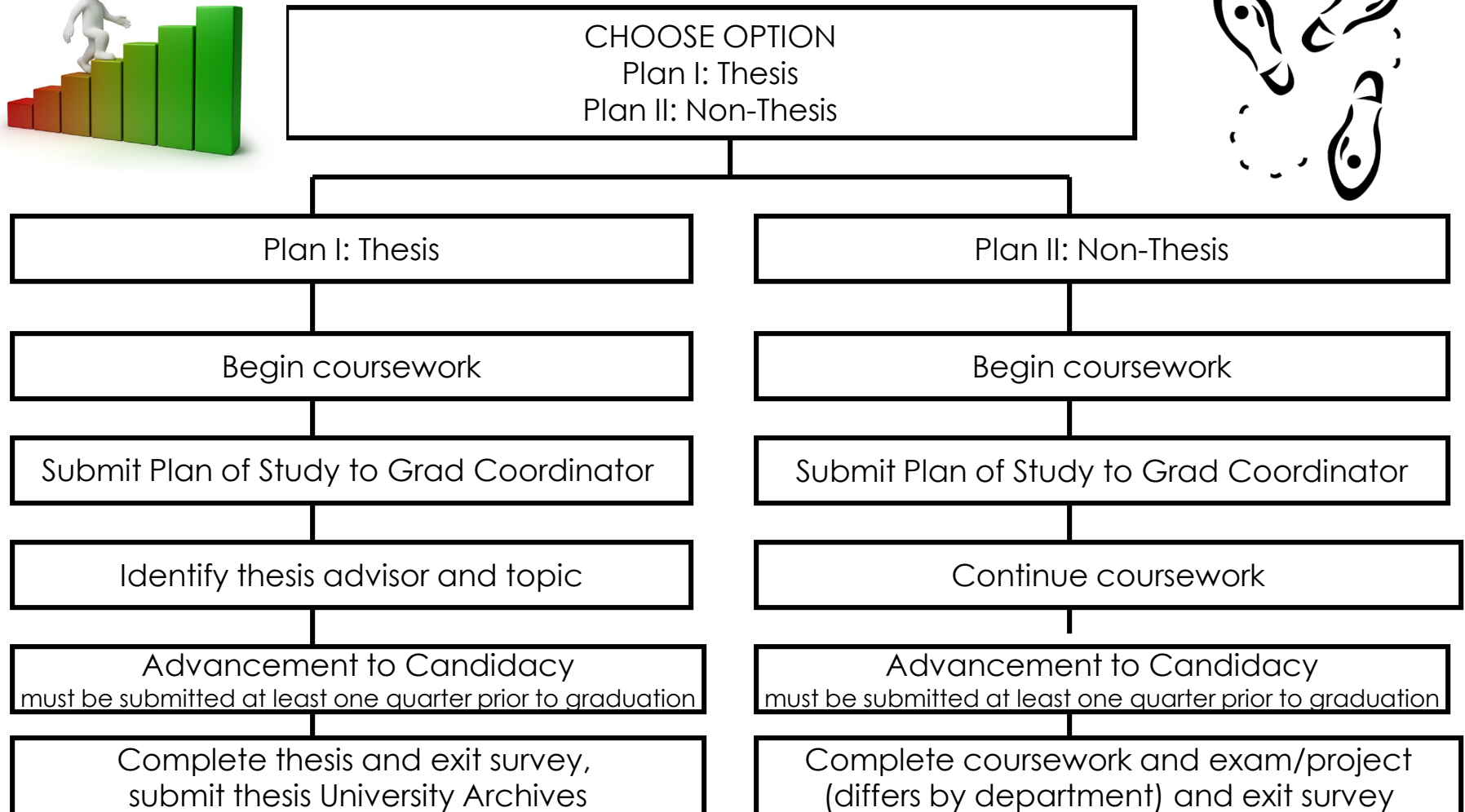


PhD Students:

- Match with PhD advisor by end of 1st year and maintain an advisor at all times
- Stay within normative time (see catalogue for specific timelines)

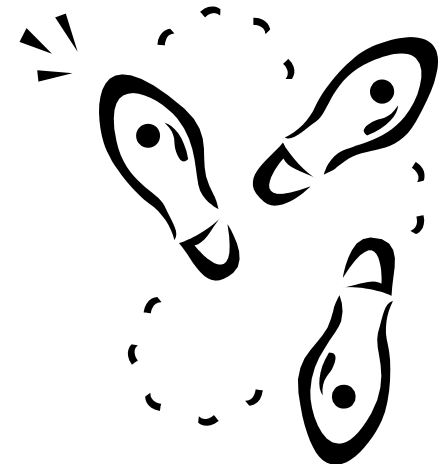


Steps to a M.S. Degree





Steps to a Ph.D. Degree





Policies and Procedures

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- You can find a list of course descriptions as well as your requirements in the [2022-23 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.
- Additional policy information can be found on the [Graduate Division Forms](#).





Contact Graduate and Professional Studies

- *"I need help planning my classes" OR "I want to graduate in...."* – academic advising
- *"What do I need to do for.... (advancing to candidacy, taking my qualifying exam, defending my dissertation, etc.)"* – we send important information to you when appropriate
- *"I need the Associate Dean's signature"* – this request is most likely for a DocuSign form. If so, the form will be routed to our office so we can get the signature for you
- *"I am going on CPT"* - we can provide you with authorization to enroll in the necessary course and obtain required signature
- *"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



Campus Resources

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[Division of Career Pathways](#)



[Counseling Center](#)



[Graduate Division](#)



[Graduate & Postdoctoral Scholar Resource Center](#)



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