204 Rockwell Engineering Center  
(building #311)  
http://www.eng.uci.edu/current/graduate  
gradengr@uci.edu  
Monday-Friday  
9am-12pm; 1pm-4pm

Dr. Athina Markopoulou  
Associate Dean

Jean Macneil  
Director  
jean.macneil@uci.edu  
Contact for all Ph.D., M.S., and M.Eng students

[Vacant]  
Graduate Counselor

Revised 09/2022
Enrollment Reminders

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

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
Advancement to Candidacy must be submitted at least one quarter prior to graduation
Complete thesis and exit survey, submit thesis University Archives

Plan II: Non-Thesis
Begin coursework
Submit Plan of Study to Grad Coordinator
Continue coursework
Advancement to Candidacy must be submitted at least one quarter prior to graduation
Complete coursework and exam/project (differs by department) and exit survey
Steps to a Ph.D. Degree

1. Choose research advisor
2. Complete any necessary coursework
3. Take preliminary exam
4. Continue research and choose dissertation topic
5. Nominate qualifying committee
6. Take qualifying exam and submit PhD Form I
7. Select doctoral committee
8. Complete dissertation
9. Defend dissertation and submit PhD Form II
10. Submit dissertation to university archives, submit exit survey
• 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.
When In Doubt…

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

Division of Career Pathways
Counseling Center
Graduate Division
Graduate & Postdoctoral Scholar Resource Center
International Center
Libraries