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Primarily works with EECS, EM and MAE

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gradengr@uci.edu  
Monday-Friday  
9am-12pm; 1pm-4pm  
walk ins available

Graduate and Professional Studies (GPS)
Enrollment Reminders

**Full-time**
- 12 units minimum
- 16 units maximum
- 17+ units – need to email GPS 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

- Choose research advisor
- Complete any necessary coursework
- Take preliminary exam
- Continue research and choose dissertation topic
- Nominate qualifying committee
- Take qualifying exam and submit PhD Form I
- Select doctoral committee
- Complete dissertation
- Defend dissertation and submit PhD Form II
- Submit dissertation to university archives, submit exit survey
Policies and Procedures

• You can find a list of course descriptions as well as your requirements in the 2019-20 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" - you can drop off the form at our office and we will 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