Graduate and Professional Studies (GPS)

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Director
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Primarily works with
M.Eng and Computational Science JDP

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Primarily works with all MS and PhD students

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5400 Engineering Hall
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http://www.eng.uci.edu/current/graduate
gradengr@uci.edu
Monday-Friday
9am-12pm; 1pm-4pm

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Graduate Division
Graduate Dean

Department
Grad Advisor
Student Services Advisor

Graduate and Professional Studies
Associate Dean
Director
Student Services Advisor

International Center

For non-F1 or J1 visa holders

For F1 or J1 visa holders

After IC approval
Enrollment Reminders

**Full-time**
- 12 units minimum
- 16 units maximum
- 17+ units – need to email GPS staff 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 online petition via StudentAccess 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 (School policy) and maintain an advisor at all times – some programs have earlier matching deadline
- 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 2023-24 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 information can be found in the Graduate Enrolled Form policies.
When In Doubt….

Contact Graduate and Professional Studies

• "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.

• “My graduate coordinator is on vacation and I need academic advising help” – we can provide assistance with 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 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