Welcome to the Samueli School of Engineering Electrical Engineering and Computer Science
EECS Department

- Athina Markopoulou
  Chair

- Syed Jafar
  Graduate Advisor

- Mohammad Al Faruque
  Graduate Advisor- MS Program

- Julie Strope
  Department Administrator

- Amy Pham
  Graduate Program Coordinator

- Beril Seymen
  Graduate Program Coordinator

- Luba Konkova
  AP and Payroll Coordinator

- Elvia Salas
  AP Coordinator and Special Projects

- Pauline Eatherly
  Undergraduate Programs Coordinator

- Karen Van
  Assistant to the Chair and MSO

- Bao Nguyen
  Sr. Electronics Technician
EECS Department Chair

Athina Markopoulou, Ph.D.
Graduate Advisors

- **Syed Jafar, Ph.D.**
  Graduate Program

- **Mohammad Al Faruque, Ph.D.**
  MS Program
EECS Staff

Julie Strope
Department Administrator (aka Management Service Officer “MSO”)

Karen Van
Assistant to the Chair and MSO
Academic Personnel and Payroll

Luba Konkova
AP and Payroll Coordinator

Elvia Salas
Academic Personnel
Undergrad Education and Labs

Pauline Eatherly
Undergraduate Program Coordinator

Bao Nguyen
Sr. Electrical Technician
Admissions and Graduate Programs

Beril Seymen
Graduate Program Coordinator

Amy Pham
Graduate Program Coordinator
TAs, Readers and GSRs

• Graduate students may be employed as Graduate Student Researchers (GSRs), Teaching Assistants (TAs) or Readers.

• Decision to support a PhD student as a GSR is determined by a Faculty Advisor.

• UAW orientation is mandatory for first time ASE (Academic Student Employee).
Teaching Assistants (TAs)

- TAs are hired on a quarterly basis
- 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
Graders/Readers

- Hire every quarter (2nd 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 contact you to set up employment
- First time readers must attend UAW orientation (Orientation is offered every quarter by Graduate Division)
- First-time ASEs: attend UAW orientation
  - September 29, 2020 at 3:30pm.
  - Join [https://uci.zoom.us/my/iguild](https://uci.zoom.us/my/iguild)
Steps to being hired

• Contact instructor of the course you want to TA for and request an interview
• Instructor will notify EECS with their selections
• Department will email you for any paperwork requirements
• Pay:
  - **GSR**: Monthly stipend (possibly: tuition and fees)
  - **TAs**: Fees and monthly salary ($161.12 - local fees will be paid by the student - not by the department)
  - **Graders/Readers**: every other Wednesday (hourly pay only)
• You can apply and be hired in another department
Steps to be hired Summer Session TA

• Summer TA employment is appointed by the Summer Session Department

• Contact the instructor of the summer course and if selected, CASA (Curriculum, Analytical Studies and Accreditation) will contact you.

• CASA will pass list of vetted TA to summer session

• Summer Session will contact you for hiring paperwork
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 291
▪ CPT cannot 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
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 OPT I-20 request form to AMY Pham to complete “Completion Verification” section
- 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
CASA (Office of Curriculum, Analytical Studies, and Accreditation)

Rockwell Engineering Center 114
gegcasa@uci.edu

- Robin Jeffers, Director of Student Affairs & CASA
- David Vazquez, Curriculum Accreditation Supervisor
- Jennie Vargas, Sr. Analyst/Course Management Specialist
- Priscilla Nguyen, Sr. Analyst/Curriculum Management Specialist
ASSESSMENT

- Teaching Assistants for undergraduate EECS courses will most likely collect course materials and assessment data for accreditation.
- Check with the Instructor of the course how materials will be collected.

COURSE INFORMATION

- Teaching Plans show course offerings per quarters.
- Graduate Course Outlines with Prerequisites by Topic and/or prerequisites by course.
Teaching Plan

CASA

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
HSSoE Graduate Professional Studies (GPS)

Fadi Kurdahi  
Associate Dean

Jean Bennett  
Director

Mark Banderas  
Graduate Counselor
Related Departments

EECS Department
Dr. Syed Jafar
Dr. Mohammed Al Faruque
Amy Pham
Beril Seymen

Graduate and Professional Studies (GPS)
Dr. Fadi Kurdahi
Jean Bennett
Mark Banderas

Graduate Division

International Center
Roadmap to MS Degree

1st quarter

Choose option:
thesis or comp. exam

courses
choose research advisor
M.S. thesis

2nd quarter before completion

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

Quarter of completion

Submit:
- Completed thesis
- Diploma & Commencement form

1 quarter of EECS 294

courses
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
Graduate Standards for Grading

For a graduate student, only the grades A+, A, A-, B+, B, and S represent satisfactory scholarship, and only course work in which these grades are received may be applied toward degree requirements. Students must receive a B or higher in a course in order for it to count toward their degree requirements. Graduate students may not apply courses graded Pass/Not Pass (P/NP) toward any degree or satisfactory progress requirements. A grade point average below the B level (3.0 on a 4.0 scale) is not satisfactory, and a student whose grade point average is below that level is subject to academic probation and potential academic disqualification. The minimum grade point average standards, as stated in this manual, are minimum requirements for the School of Engineering. Individual academic unit faculty members retain the prerogative to apply stricter standards for graduate students within their academic unit.

1. Course Repetition
   Courses in which a grade below a B, or a grade of U, was received may be repeated only once. Only the most recently earned grades will be used in computing the student’s grade point average for the first eight (8) units of repeated graduate course work. Thereafter, both the earlier and later grades are averaged.
# M.S. Degree Requirements

## Electrical Engineering

<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>• 5 Concentration Courses</td>
</tr>
<tr>
<td>□ No more than 1 (4 units) course of EECS 299 (Individual Study)</td>
<td>• 3 Elective Course</td>
</tr>
<tr>
<td>□ No more than 1 undergraduate elective course.</td>
<td>□ No more than 1 (4 unit) 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>
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<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 Seminar Series
EECS 294- Colloquium

• Offered every Quarter
• 1 unit course
• Graded as S/U
• Seminars held every 1\textsuperscript{st} & 3\textsuperscript{rd} Friday of the month
• Required to attend 4 out of the 5 seminars
• Online multiple choice test (must pass 3 of the 5)
• Final quiz (option to take in-person of online)
• Required for Comprehensive track

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 one (4 units) course of EECS 299 can be used towards elective requirement for comprehensive or thesis track
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 180A Senior Design Project
• 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.
### Quarterly Academic Calendar 2021-22

#### Fall 2020
- **Quarter begins:** Sep 28
- **Instruction begins:** Oct 1
- **$50 late enrollment charge applies if enrolled in 0 units after this date (5:00 p.m.):** Oct 16
- **Waitlists deactivated. (5:00 p.m.):** Oct 16
- **Last day to:**
  - Add a course without deans' approval and without $3 service charge. (5:00 p.m.): Oct 16
  - Drop a course without deans' approval and without $3 service charge. (5:00 p.m.): Oct 16
  - Change the grading option or variable units of a course without dean's approval and without $3 service charge. (5:00 p.m.): Oct 16
  - Submit part-time fees petition to Graduate Division for graduate students. (12:00 noon): Oct 21
  - Pay fees late and/or enroll late. (4:00 p.m.): Oct 23
  - Submit part-time fees petition to Registrar for undergraduate students. (5:00 p.m.): Oct 23
  - Drop a course without receiving a W grade; both deans' approval and $3 service charge required. (5:00 p.m.): Nov 13
  - Change the grading option or variable units of a course; both dean's approval and $3 service charge required. (5:00 p.m.): Nov 13
  - Withdraw from a course; W grade assigned; both deans' approval and $3 service charge required. (5:00 p.m.): Dec 11
  - Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.): Dec 11
- **Instruction ends:** Dec 11
- **Final examinations:** Dec 12-18
- **Quarter Ends:** Dec 18
- **Deadline to submit final grades:** Dec 22
- **Grades available in StudentAccess:** Dec 23
- **Official transcripts available:** Dec 23
- **Degrees post to transcripts:** Feb 12, 2021

#### Winter 2021
- **Quarter begins:** Jan 4
- **Instruction begins:** Jan 4
- **$50 late enrollment charge applies if enrolled in 0 units after this date (5:00 p.m.):** Jan 1
- **Waitlists deactivated. (5:00 p.m.):** Jan 15
- **Last day to:**
  - Add a course without deans' approval and without $3 service charge. (5:00 p.m.): Jan 15
  - Drop a course without deans' approval and without $3 service charge. (5:00 p.m.): Jan 15
  - Change the grading option or variable units of a course without dean's approval and without $3 service charge. (5:00 p.m.): Jan 15
  - Submit part-time fees petition to Graduate Division for graduate students. (12:00 noon): Jan 20
  - Pay fees late and/or enroll late. (4:00 p.m.): Jan 22
  - Submit part-time fees petition to Registrar for undergraduate students. (5:00 p.m.): Jan 22
  - Drop a course without receiving a W grade; both deans' approval and $3 service charge required. (5:00 p.m.): Feb 12
  - Change the grading option or variable units of a course; both dean's approval and $3 service charge required. (5:00 p.m.): Feb 12
  - Withdraw from a course; W grade assigned; both deans' approval and $3 service charge required. (5:00 p.m.): Mar 12
  - Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.): Mar 12
- **Instruction ends:** Mar 12
- **Final examinations:** Mar 13-19
- **Quarter Ends:** Mar 19
- **Deadline to submit final grades:** Mar 25
- **Grades available in StudentAccess:** Mar 26
- **Official transcripts available:** Mar 29
- **Degrees post to transcripts:** Apr 30, 2021

#### Spring 2021
- **Quarter begins:** Mar 24
- **Instruction begins:** Mar 24
- **$50 late enrollment charge applies if enrolled in 0 units after this date (5:00 p.m.):** Apr 9
- **Waitlists deactivated. (5:00 p.m.):** Apr 9
- **Last day to:**
  - Add a course without deans' approval and without $3 service charge. (5:00 p.m.): Apr 9
  - Drop a course without deans' approval and without $3 service charge. (5:00 p.m.): Apr 9
  - Change the grading option or variable units of a course without dean's approval and without $3 service charge. (5:00 p.m.): Apr 9
  - Submit part-time fees petition to Graduate Division for graduate students. (12:00 noon): Apr 14
  - Pay fees late and/or enroll late. (4:00 p.m.): Apr 16
  - Submit part-time fees petition to Registrar for undergraduate students. (5:00 p.m.): Apr 16
  - Drop a course without receiving a W grade; both deans' approval and $3 service charge required. (5:00 p.m.): May 7
  - Change the grading option or variable units of a course; both dean's approval and $3 service charge required. (5:00 p.m.): May 7
  - Withdraw from a course; W grade assigned; both deans' approval and $3 service charge required. (5:00 p.m.): Jun 4
  - Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.): Jun 4
- **Instruction ends:** Jun 4
- **Final examinations:** Jun 5–10
- **Quarter Ends:** Jun 11
- **Deadline to submit final grades:** Jun 17
- **Grades available in StudentAccess:** Jun 18
- **Official transcripts available:** Jun 21
- **Degrees post to transcripts:** Jul 23, 2021
How to schedule classes

- **Teaching Plan**
  [https://docs.google.com/spreadsheets/d/1nMkoLB5Wf-IXWejMaQWZjw1zoICL3xqBOliYpnJnvNM/edit#gid=0](https://docs.google.com/spreadsheets/d/1nMkoLB5Wf-IXWejMaQWZjw1zoICL3xqBOliYpnJnvNM/edit#gid=0)

- **Registrar’s website:** [http://www.reg.uci.edu/](http://www.reg.uci.edu/)
  - Registration via [WebReg](http://www.reg.uci.edu/perl/WebSoc/) or [StudentAccess](http://www.reg.uci.edu/perl/WebSoc/)

- **M.S. Plan of Study**
  - [Electrical Engineering](http://www.reg.uci.edu/perl/WebSoc/)
  - [Computer Engineering](http://www.reg.uci.edu/perl/WebSoc/)

- **Undergraduate course enrollment**
  [http://www.eng.uci.edu/dept/eecs/graduate/additional-program-information](http://www.eng.uci.edu/dept/eecs/graduate/additional-program-information)
Change of Major

• You cannot 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.
- MUST have written approval before enrolling in the courses you want to substitute.
- When applying for a course substitution, please submit the following to the 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
  - Approval and statement from Thesis Advisor

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 his/her 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
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
Changing Degree Level
MS to PhD

• Internal process
• Complete Change of degree form
• 2 letters of recommendation from UCI faculty
• Statement of purpose
• Faculty advisor form
• *International student: Student Visa Document Request Form: Change of Degree form
Important URLs

**EECS Website:**
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
Engineering Student Handbook, Deadlines, forms, Policy procedures and Resources.

**Graduate Division Forms Website:**
https://www.grad.uci.edu/forms/index.php
Almost every form you’ll ever need including Advancements, Petitions, etc. Included at http://www.grad.uci.edu are important dates, deadlines, and other information.

**International Center Website:**
http://www.ic.uci.edu/
Visa information, OPT/CPT Forms and other important information.

**Registrar Website:**
http://www.reg.uci.edu/
How to register, enrollment issues, tuition and fees, and other account information.

**Graduate InterConnect Program:**
https://grad.uci.edu/services/graduate-interconnect-program.php
This program offers opportunities to network with others, practice English, and learn about American life and culture to ease the transition to UC Irvine.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office/Email Address</th>
<th>Office/Zoom Link</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syed Jafar</td>
<td>Graduate Advisor</td>
<td>EH 4223</td>
<td><a href="https://uci.zoom.us/j/9498241684">https://uci.zoom.us/j/9498241684</a></td>
<td><a href="mailto:syed@uci.edu">syed@uci.edu</a></td>
</tr>
<tr>
<td>Mohammad Al Faruque</td>
<td>MS Graduate Advisor</td>
<td>EH 4223</td>
<td><a href="https://uci.zoom.us/j/2501849515">https://uci.zoom.us/j/2501849515</a></td>
<td><a href="mailto:alfaruqu@uci.edu">alfaruqu@uci.edu</a></td>
</tr>
<tr>
<td>Amy Pham</td>
<td>Graduate Program Coordinator</td>
<td>EH 2201</td>
<td><a href="https://uci.zoom.us/j/9498245489">https://uci.zoom.us/j/9498245489</a></td>
<td><a href="mailto:amy.pham@uci.edu">amy.pham@uci.edu</a></td>
</tr>
<tr>
<td>Beril Seymen</td>
<td>Graduate Program Coordinator</td>
<td>EH 2203</td>
<td><a href="https://uci.zoom.us/my/beril">https://uci.zoom.us/my/beril</a></td>
<td><a href="mailto:bseymen@uci.edu">bseymen@uci.edu</a></td>
</tr>
<tr>
<td>Jean Bennett,</td>
<td>Director</td>
<td>204 Rockwell Engineering Center</td>
<td><a href="mailto:jean.bennett@uci.edu">jean.bennett@uci.edu</a></td>
<td><a href="mailto:gradengr@uci.edu">gradengr@uci.edu</a></td>
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<tr>
<td></td>
<td>Graduate Student Affairs, School of Engineering</td>
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