

A large, light blue, multi-lobed circular graphic with a white center, resembling a stylized sun or a flower, is centered on the page. The background is a solid dark blue.

**UCI**

**Bright Past.  
Brilliant Future.**

**New MS Student Orientation**

September 26, 2017

# Agenda

- 9:00 am Welcome and Introduction  
Amy Pham, EECS Graduate Program Coordinator
- 9:10 am Professor H. Kumar Wickramasinghe, EECS Department Chair
- 9:20 am Professor Filippo Capolino, EECS Graduate Advisor
- 9:30 am Introduction of EECS Department office staff
- 9:45 am Discussion of employment (Graduate Student Researcher/Teaching Assistant)  
Amy Pham, Graduate Program Coordinator
- 10:00 am Henry Samueli School of Engineering (HSSoE) requirements  
Jean Bennett, Director, HSSoE Graduate Student Affairs Office (GSAO)  
Connie Cheng, Assistant Director HSSoE GSAO
- 10:30 am Discussion of curriculum/course requirements  
Jennie Vargas, Curriculum, Analytic Studies & Accreditation (CASA) Analyst
- 10:45 am MS students: discussion of requirements/Q&A  
Amy Pham, Graduate Program Coordinator
- 10:45 am Ph.D. students: discussion of requirements/ Q&A/Student Panel  
Professor Filippo Capolino, EECS Graduate Advisor  
Jean Bennett, Director, HSSoE Graduate Student Affairs Office (GSAO)  
Harut Barsamian Colloquia, Engineering Hall 2430
- 12:00 pm Lunch (outside, quad area)



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

## EECS Department Chair

H. Kumar Wickramasinghe, Ph.D.



## Graduate Advisors

- [Filippo Capolino, Ph.D.](#)  
Graduate Program
- [Syed Jafar, Ph.D.](#)  
MS Program



## EECS Department

- **H. Kumar Wickramasinghe**  
Chair
- **Filippo Capolino**  
Graduate Advisor
- **Syed Jafar**  
Graduate Advisor- MS Program
- **Lorrie Aguirre**  
Interim Department Administrator
- **Amy Pham**  
Graduate Program Coordinator
- **Natalie Imondi**  
Graduate Admission Coordinator
- **TBD**  
A P and Payroll Coordinator
- **Stacey Wilson**  
Sr. Personnel analyst
- **Pauline Eatherly**  
Educational Programs Coordinator
- **Elvia Salas**  
Administrative Coordinator/Chair's Office
- **Bao Nguyen**  
Sr. Electronics Technician

## TA's, Reader's and GSR's

- Graduate students may be employed as **Graduate Student Researchers, Teaching Assistants or Readers.**
- Individual faculty members may have research funds available for supporting Ph.D. student as GSR's.

## TA-ship Requirements

- Hire every quarter
- 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
- More information:  
<http://www.eng.uci.edu/dept/eecs/graduate/teaching-assistants-and-readers>



## Readers

- Hire every quarter (2<sup>nd</sup> 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 make final decision and will contact you (don't contact us)

## Steps to being hired

- Professors will notify EECS with their suggestions
  - Department will appoint
  - Department will email you for any paperwork requirements
  - Pay:
    - GSR:** Monthly stipend (possibly: tuition and fees)
    - TA's:** Fees and monthly salary (**\$256.50- local fees will be paid by the student- not by the department**)
- Graders/Readers:** every other Wednesday (hourly pay only)

## 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 295
- CPT can not 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}

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 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>

## **HSSoE Graduate Student Affairs Office (GSAO)**

- Fadi Kurdahi, Associate Dean
- Jean Bennett, Director
- Connie Cheng, Assistant Director
- Joann Krogulski, Administrative Manager
- Minerva Cervantes, Interim Administrative Manager

## CASA (Office of Curriculum, Analytical Studies, and Accreditation)

Rockwell Engineering Center 114  
[engcasa@uci.edu](mailto:engcasa@uci.edu)

- Robert Cassidy, Director of CASA
- Jennie Vargas, Analyst
- Kylie Springsteen, Assistant Analyst

## CASA

### ASSESSMENT

- <https://aefis.eng.uci.edu>
- Teaching Assistants for undergraduate EECS courses will most likely collect course materials and assessment data for accreditation.
- Check with the Instructor of the course. Assessment data will be entered using AEFIS online software.

### COURSE INFORMATION

- <http://plaza.eng.uci.edu>
- Teaching Plans show course offerings per quarters.
- Graduate Course Outlines with Prerequisites by Topic and/or prerequisites by course.

## 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:

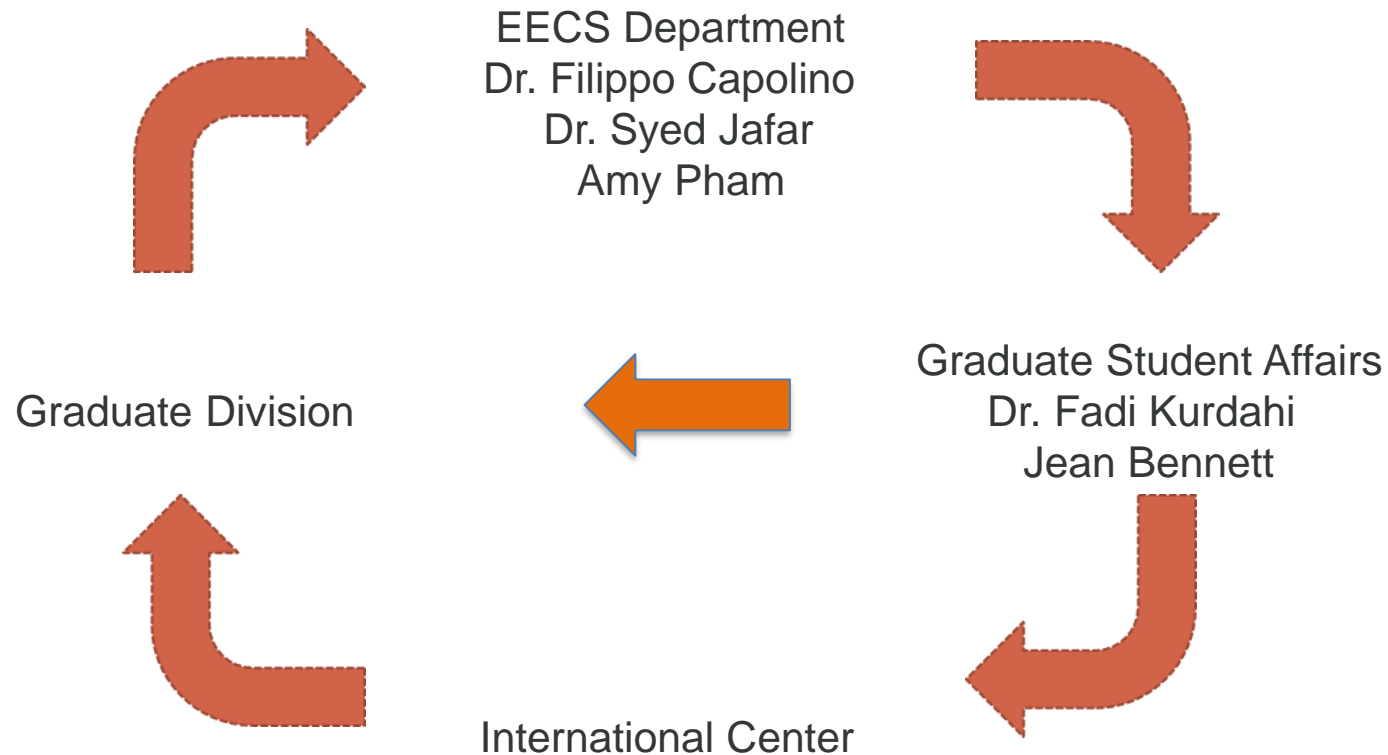
- 1. Contact the professor for permission.
- 2. Forward the permission to CASA.
- 3. CASA will authorize you to enroll.

### REGISTRAR

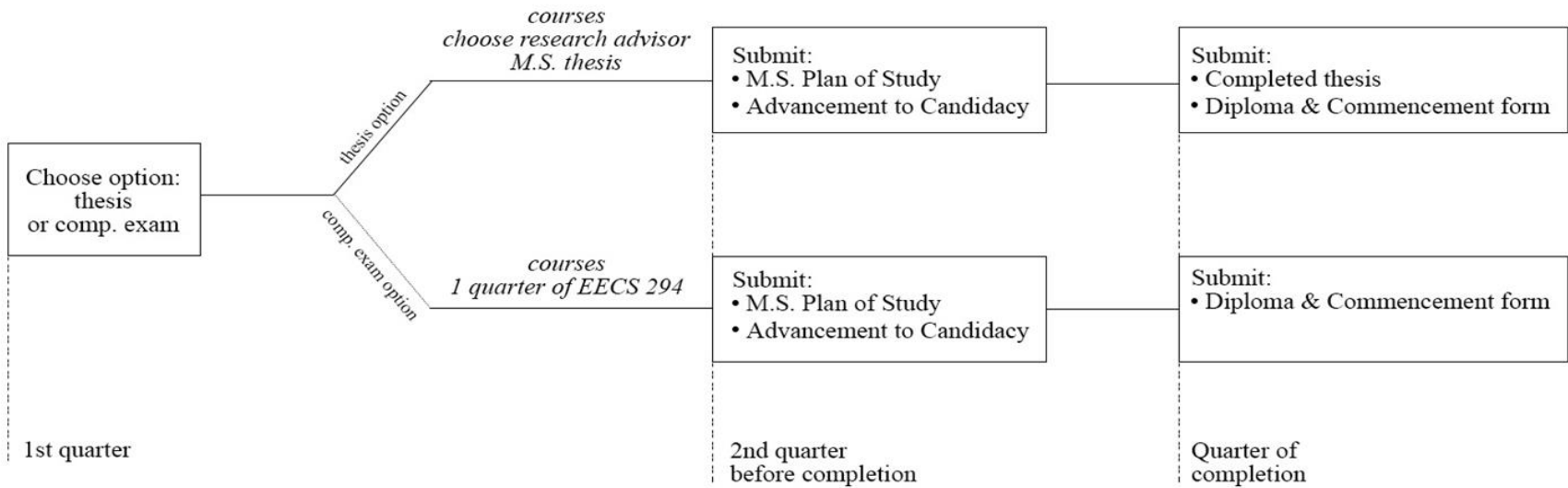
- <http://www.reg.uci.edu/navigation/facultystaff.html>



## Related Departments



## Roadmap to MS Degree



## 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

# M.S. Degree Requirements

## Electrical Engineering

### Thesis Option

- 12 Courses total(4 units each)
- 7 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)
- 4 Core Courses
  - Choose 4 of the 6 in your field
- 5 Concentration Courses
- 3 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

# 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 Distinguish Lecturer Series

EECS 294 (1 unit Seminar Course)

- Seminars held every 1<sup>st</sup> & 3<sup>rd</sup> Friday of the month
- Required to attend all 5 seminars
- Online multiply choice test

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 4 units can be used towards elective requirement for comprehensive or thesis track

## MS Comprehensive Exam Preparation EECS 292

- 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.



<http://www.reg.uci.edu/calendars/quarterly/2017-2018/quarterly17-18.html>

Quarter Activity

	Fall 2017	Winter 2018	Spring 2018
<b>Quarter begins</b>	Sep 25	Jan 3	Mar 28
<b>Instruction begins</b>	Sep 28	Jan 8	Apr 2
<b>\$50 late enrollment charge applies if enrolled in 0 units after this date (5:00 p.m.)</b>	Oct 13	Jan 19	Apr 13
<b>Waitlists deactivated. (5:00 p.m.)</b>	Oct 13	Jan 19	Apr 13
<b>Last day to:</b>			
Add a course without deans' approval and without \$3 service charge. (5:00 p.m.)	Oct 13	Jan 19	Apr 13
Drop a course without deans' approval and without \$3 service charge. (5:00 p.m.)	Oct 13	Jan 19	Apr 13
Change the grading option or variable units of a course without dean's approval and without \$3 service charge. (5:00 p.m.)	Oct 13	Jan 19	Apr 13
Submit part-time fees petition to Graduate Division for graduate students. (12:00 noon)	Oct 18	Jan 24	Apr 18
Pay fees late and/or enroll late. (4:00 p.m.)- loss student status	Oct 20	Jan 26	Apr 20
Submit part-time fees petition to Registrar for undergraduate students. (5:00 p.m.)	Oct 20	Jan 26	Apr 20
Drop a course without receiving a W grade; both deans' approval and \$3 service charge required. (5:00 p.m.)	Nov 10	Feb 16	May 11
Change the grading option or variable units of a course; both dean's approval and \$3 service charge required. (5:00 p.m.)	Nov 10	Feb 16	May 11
Withdraw from a course; W grade assigned; both <a href="#">deans' approval</a> and \$3 service charge required. (5:00 p.m.)	Dec 8	Mar 16	Jun 8
Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.)	Dec 8	Mar 16	Jun 8

## How to schedule classes

- Plaza  
<http://plaza.eng.uci.edu/>
- Registrar's website  
<http://www.reg.uci.edu/>
- Undergraduate course enrollment  
<http://www.eng.uci.edu/dept/eecs/graduate/additional-program-information>

# 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](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 180** Senior Design Project

## Change of Major

- You will be unable to 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.
- Please **have written approval before enrolling** in the courses you want to substitute.
- When applying for a course substitution, please submit the following to the representative of your field of study (please copy 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](#)

<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 their 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>

## EECS Portal

<http://portal.eecs.uci.edu/>



# 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:**

<http://www.grad.uci.edu/forms/index.html>

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, Academic Calendar and other account information.

**Teaching Plan:**

<http://plaza.eng.uci.edu/teaching-plan>

All Engineering classes offered for the academic year will be listed by department can be found at this link

## Office Hours

**Filippo Capolino**

**Graduate Advisor**

Wednesdays: 2:00PM – 3:00PM or by appointment

EH 2217

[f.capolino@uci.edu](mailto:f.capolino@uci.edu)

**Syed Jafar,**

**MS Graduate Advisor**

Wednesdays: 1:30-2:30 or by appointment

EH 4223

[syed@uci.edu](mailto:syed@uci.edu)

**Amy Pham**

**Graduate Program Coordinator**

EH 2201

Business hours: M-F 8:00AM-5:00PM

Office hours Tuesdays: 9:00 AM-11:00AM Wednesdays: 1:30 PM -3:30PM

[amy.pham@uci.edu](mailto:amy.pham@uci.edu)

**Jean Bennett,**

**Director**

**Graduate Student Affairs, School of Engineering**

204 Rockwell Engineering Center

Business hours: M-F: 9:00AM-4:00PM, Closed 12:00PM-1:00PM

[jean.bennett@uci.edu](mailto:jean.bennett@uci.edu)

Email for appointment: [gradengr@uci.edu](mailto:gradengr@uci.edu)