Welcome to the Samueli School of Engineering

Department of Electrical Engineering and Computer Science

New Graduate Student Orientation
September 2023
How to Zot - UC Irvine
Magnus Bertil Egerstedt
EECS Department Chair

Professor Lee Swindlehurst

and granddaughter -
Graduate Advisors

- **Prof Aparna Chandramowlishwaran**
  Graduate Advisor – PhD Programs

- **Prof Syed Jafar**
  Graduate Advisor - MS Programs
Society of Graduate Electrical Engineering and Computer Science Students
“GEECS”
EECS Chief Administrative Officer

Beverly Randez, CAO
Admissions and Student Affairs

Stephany Monterroso
M.S. Graduate Coordinator
Academic Personnel and Payroll

Luba Konkova
Payroll & Personnel Coordinator

Elvia Salas
Academic Personnel Coordinator
Undergraduate and Office Personnel

Pauline Eatherly
Undergraduate Program Coordinator

Jasmine Garcia
Business Office Analyst
Laboratory Personnel

Shawn Davis
Laboratory Manager
EECS Department

- Lee Swindlehurst
  Chair
  swindle@uci.edu

- Aparna Chandramowlishwaran
  Graduate Advisor – PhD Programs
  amowli@uci.edu

- Syed Jafar
  Graduate Advisor – MS Programs
  syed@uci.edu

- Beverly Randez
  Chief Administrative Officer
  brandez@uci.edu

- Stephany Monterroso
  M.S. Graduate Coordinator
  s.monterroso@uci.edu

- Luba Konkova
  Payroll & Personnel Coordinator
  lkonkova@uci.edu

- Elvia Salas
  Academic Personnel Coordinator
  salase@uci.edu

- Pauline Eatherly
  Undergraduate Programs Coordinator
  peatherl@uci.edu

- Jasmine Garcia
  Business Office Analyst
  jogarci1@uci.edu

- Shawn Davis
  Laboratory Manager
  shawnd3@uci.edu
Employment opportunity for MS students

- MS Graduate students may be employed as TAs or Readers but please note, TA appointments are mostly available to EECS PhD students.
- MS students can apply for EECS Grader appointments which are offered at 19% or less and don’t pay the student fees. You will be only earning salary, based on the number of hours assigned to you (read your Grader contracts carefully).
- UAW orientation is mandatory for first time ASE (Academic Student Employee)
Reader Requirements

• Readers hired on a quarterly basis
• English Proficiency is **not** required.
• Minimum 3.1 GPA requirement
• Grade B or higher
• Enrollment in 8 units student status
Steps to being hired

- Department will send an email for Reader hiring and if interested, you will be added to the Grader Applicants List
- You will be interviewed by teaching Professors
- If selected, Professor will contact Department to hire you
- Department will finalize your employment and will notify you that you can start working (do not start working until you are hired)
- First time readers must attend UAW orientation (Orientation is offered every quarter by Graduate Division)
- First-time ASEs: attend UAW orientation
  - September 26, 2023 – 4:30-5:00 pm – Anteater Learning Pavilion 1600
  - There will also be an orientation at the beginning of Winter quarter –
    - January 4, 2024 – 4:30-5:00pm - TBD
Steps to being hired

• You will need to submit your hours in TRS (time reporting system) or you will not be paid. Please review the contracts sent to you carefully for the number of allowed working hours.

• Pay: **Graders/Readers**: every other Wednesday (hourly pay only)

• **UCPath Online** – student employees
  To receive payments from the Payroll system, graduate students with employment appointments must use **UCPath Online**.
Glacier, SSN, ITIN

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
- Must be enrolled and 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
CPT
Academic requirement

Preparing your CPT Application and Enrolling in ENGR 291 Internship
• Review International Center’s CPT Online Tutorial
• Independent Study form (only if seeking CPT during summer terms)

ENGR 291 Internship Course Requirements
• A 2-page summary report describing the company and its products or services, the technical aspects of the position, courses that you took that helped you prepare for this role, and your professional goals as they relate to your graduate degree at UCI.
• A rating from your internship supervisor as either good/fair/poor and/or an overall assessment of your work emailed to gradengr@uci.edu.

For any questions about CPT application, ENGR 291 Internship enrollment, or grading, please contact gradengr@uci.edu.
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 Graduate Coordinator 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
SSoE Graduate Professional Studies (GPS)

Athina Markopoulou
Associate Dean

Jean Macneil
Director

Katarina Barron
Students Services Advisor

Enmanuel Gallardo Jr.
Administrative Manager
Using DocuSign Form Links

• All forms must be submitted by using Graduate Division DocuSign form links
• Forms will be prepared by the EECS Graduate Coordinator and sent by Graduate Division via DocuSign for signatures.

**Please notify the department when you are ready to submit a form**
Related Departments

EECS Department
Dr. Syed Jafar (MS)
Stephany Monterroso (MS)

Graduate and Professional Studies (GPS)
Dr. Athina Markopoulos
Jean MacNeil
Katarina Barron

Graduate Division

International Center
CASA
(Office of Curriculum Analytical Studies and Accreditation)

Rockwell Engineering Center 114
casa@eng.uci.edu

- Robin Jeffers, Director of Student Affairs & CASA
- David Vazquez, Curriculum Accreditation Supervisor
- Jennie Vargas, Sr. Analyst/Course Management Specialist
- Brianne Tsunezumi, Curriculum Management Analyst
Teaching Plan
2023-2024 Department of EECS Teaching Plan
CASA

ENROLLING IN 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
• https://www.reg.uci.edu/registrar/soc/webreg.html
CASA

Other Questions

• What should I do if the course I want is Full?
  – Email instructor of approval
  – Email CASA for approval

• What should I do if there are conflicting class times?
  – Email CASA

• Why is there a course restriction for the course that I am interested in?
  – Email CASA
Degrees and Concentrations

M.S. Degree Two Options

• Plan I: Thesis Option
• Plan II: Comprehensive Exam Option

Concentrations:
• Electrical Engineering
  • Systems
  • Circuits and Devices
• Computer Engineering
Roadmap to MS Degree

1st quarter
Choose option: thesis or comp. exam

2nd quarter before completion
Submit:
- M.S. Plan of Study
- Advancement to Candidacy

Quarter of completion
Submit:
- Conferral Paperwork

1 quarter of EECS 294
courses
choose research advisor
M.S. thesis

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

Submit:
- Completed thesis
- Conferral Paperwork
## 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 (4 units/quarter) of EECS 296 (Thesis Research)</td>
<td>• 5 Concentration Courses</td>
</tr>
<tr>
<td>➢ No more than 1 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 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>
</tr>
<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 (4 units/quarter) 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
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 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 conditional status and potential academic disqualification.
- 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.
EECS Seminar Series
EECS 294- Colloquium

• Offered every Fall, Winter, and Spring Quarter
• 1 unit course
• Graded as S/U
• Seminars are held at least 5 times per quarter – set dates
• Required to attend 4 out of the 5 seminars
• Short exam after each seminar (must pass 4 of the 5 quizzes)
• M.S. Comprehensive track: Required to complete 1 quarter

Please check website for more information:
https://engineering.uci.edu/dept/eecs/events/seminar-series
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


- 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 Artificial Intelligence
- 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 Engineering Electromagnetic I
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 normal courses, seminars, research units, etc.
<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2023</th>
<th>Winter 2024</th>
<th>Spring 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter begins</td>
<td>Sep 25</td>
<td>Jan 3</td>
<td>Mar 27</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Sep 28</td>
<td>Jan 8</td>
<td>Apr 1</td>
</tr>
<tr>
<td>Waitlists deactivated. (5:00 p.m.)</td>
<td>Oct 13</td>
<td>Jan 19</td>
<td>Apr 12</td>
</tr>
</tbody>
</table>

**Last day to:**

- Add a course without dean's approval. (5:00 p.m.)
- Drop a course without dean's approval. (5:00 p.m.)
- Change the grading option or variable units of a course without dean's approval. (5:00 p.m.)
- Submit part-time study petition to Graduate Division for graduate students. (12:00 noon)
- Pay tuition and fees late and/or enroll late. (4:00 p.m.)
- Submit part-time study petition to Registrar for undergraduate students. (5:00 p.m.)
- Drop a course without receiving a W grade; dean's approval required. (5:00 p.m.)
- Change variable units of a course; dean's approval required. (5:00 p.m.)
- Change the grading option of a course; dean's approval required. (5:00 p.m.)
- Withdraw from a course; W grade assigned; dean's approval required. (5:00 p.m.)
- Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.)
- Instruction ends
- Final examinations*
- Quarter Ends
- Deadline to submit final grades (5:00 p.m.)
- Grades available in StudentAccess (10:00 p.m.)
- Official transcripts available

| Deadline to submit final grades (5:00 p.m.)                      | Dec 21    | Mar 28      | Jun 20      |
| Grades available in StudentAccess (10:00 p.m.)                  | Dec 22    | Mar 29      | Jun 21      |
| Official transcripts available                                   | TBA       | Apr 1       | Jun 24      |
How to schedule classes

• Teaching Plan
  https://docs.google.com/spreadsheets/d/1qR5waFaufpVacXHSS_dNyBN5delDdrn3a2rhrikVc-w/edit#rangeid=1124464761

• Registrar’s website: http://www.reg.uci.edu/
  - Registration via WebReg or StudentAccess

• M.S. Plan of Study
  – Electrical Engineering
  – Computer Engineering

• Undergraduate course enrollment
  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 Graduate Coordinator:
  - 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 (Stephany) during the quarter before you expect to finish your degree. Deadline are set for each quarter.

Conferral forms:
Department will submit conferral paperwork 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 notify me to prepare your forms at least 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 is 1-8 units, including enrollment in Academic English classes.

- If you wish to go part-time, you must fill out the Part-time Petition, located in your Student Access. 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 and are ready for the formal submission of their thesis, or the 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 (Stephany). 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](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
• Nomination form
• *International student:
  – Student Visa Document Request Form
  – Change of Degree form
Important URLs

EECS Website:
https://engineering.uci.edu/dept/eecs/academics/graduate
Everything you need to know about EECS: Information about degree requirements, degree progression, policies and procedures.

School of Engineering Graduate Website:
https://engineering.uci.edu/current/graduate
Engineering Student Handbook, Deadlines, forms, Policy procedures and Resources

Graduate Division Website:
https://grad.uci.edu/
Funding, Academics, Student Handbook, Deadlines, forms, Policy procedures and Resources

International Center Website:
http://www.ic.uci.edu/
OPT/CPT, Forms and immigration policies.

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
Office Hours

Aparna Chandramowlishwaran
PhD Graduate Advisor
EH 4432
Office hours: By Appointment
Zoom link: https://uci.zoom.us/j/99217443210
Email: amowli@uci.edu

Syed Jafar
MS Graduate Advisor
EH 4223
Office hours: Wednesdays: 12(noon) - 1:00PM
Zoom link: https://uci.zoom.us/j/9498241684
Email: syed@uci.edu

Stephany Monterroso
MS Graduate Coordinator
EH 2203
Business hours: M-F 8:00AM - 5:00PM
Office hours: Thursday: 1:30PM - 2:30PM (In-person)
Zoom link: By appointment
Email: s.monterroso@uci.edu
EECS Email: eecsinfo@uci.edu

Katarina Barron,
Student Services Advisor
Graduate and Professional Studies, School of Engineering
204 Rockwell Engineering Center
Business hours: M-F: 9:00AM - 4:00PM,
Closed 12:00PM-1:00PM
katarina.barron@uci.edu
Email for appointment: gradengr@uci.edu

Jean Macneil,
Director
Graduate and Professional Studies, School of Engineering
204 Rockwell Engineering Center
jean.macneil@uci.edu
Email for appointment: gradengr@uci.edu
Q & A
Q&A Zoom Session

• September 28, 2023
  – 11:00 – 12:00 pm
  – Registration is required:
    https://uci.zoom.us/meeting/register/tJEkdOGvqD8rHNFmglZLE5Ay8QbOtJ6_2NI5
  – After registering, you will receive a confirmation email containing information about joining the meeting.
Thank you!