



# 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](#)



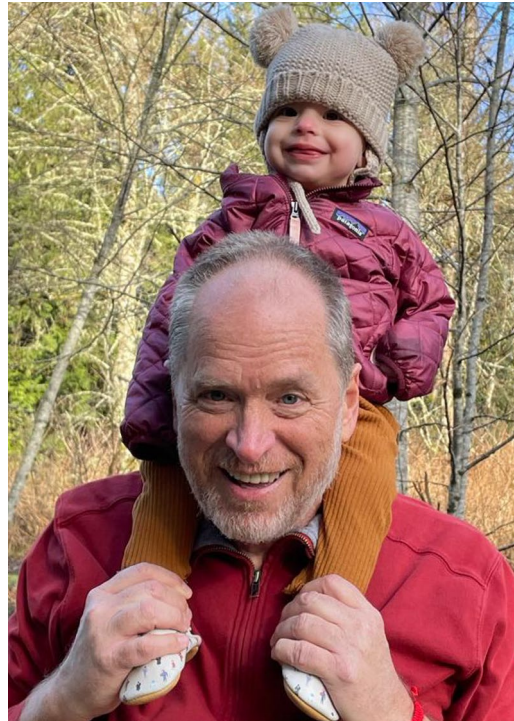


**Magnus Bertil Egerstedt**



# EECS Department Chair

## Professor Lee Swindlehurst



and granddaughter -



# Graduate Advisors

- [Prof Aparna Chandramowliswaran](#)  
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](mailto:swindle@uci.edu)
- Aparna Chandramowliswaran  
Graduate Advisor – PhD Programs  
[amowli@uci.edu](mailto:amowli@uci.edu)
- Syed Jafar  
Graduate Advisor – MS Programs  
[syed@uci.edu](mailto:syed@uci.edu)
- Beverly Randez  
Chief Administrative Officer  
[brandez@uci.edu](mailto:brandez@uci.edu)
- Stephany Monterroso  
M.S. Graduate Coordinator  
[s.monterroso@uci.edu](mailto:s.monterroso@uci.edu)
- Luba Konkova  
Payroll & Personnel Coordinator  
[lkonkova@uci.edu](mailto:lkonkova@uci.edu)
- Elvia Salas  
Academic Personnel Coordinator  
[salase@uci.edu](mailto:salase@uci.edu)
- Pauline Eatherly  
Undergraduate Programs Coordinator  
[peatherl@uci.edu](mailto:peatherl@uci.edu)
- Jasmine Garcia  
Business Office Analyst  
[jogarci1@uci.edu](mailto:jogarci1@uci.edu)
- Shawn Davis  
Laboratory Manager  
[shawnd3@uci.edu](mailto: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
- More information:  
<http://www.eng.uci.edu/dept/eecs/graduate/teaching-assistants-and-readers>



# 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

- Glacier: <https://accounting.uci.edu/tax/non-resident/index.html>
- Social Security (SSN): <https://ic.uci.edu/resource-pages/social-security.php>
- Individual Taxpayer Identification number (ITIN) <https://ic.uci.edu/resource-pages/individual-taxpayer-identification-number.php>



# 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](mailto:gradengr@uci.edu).

For any questions about CPT application, ENGR 291 Internship enrollment, or grading, please contact [gradengr@uci.edu](mailto:gradengr@uci.edu).



# 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 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





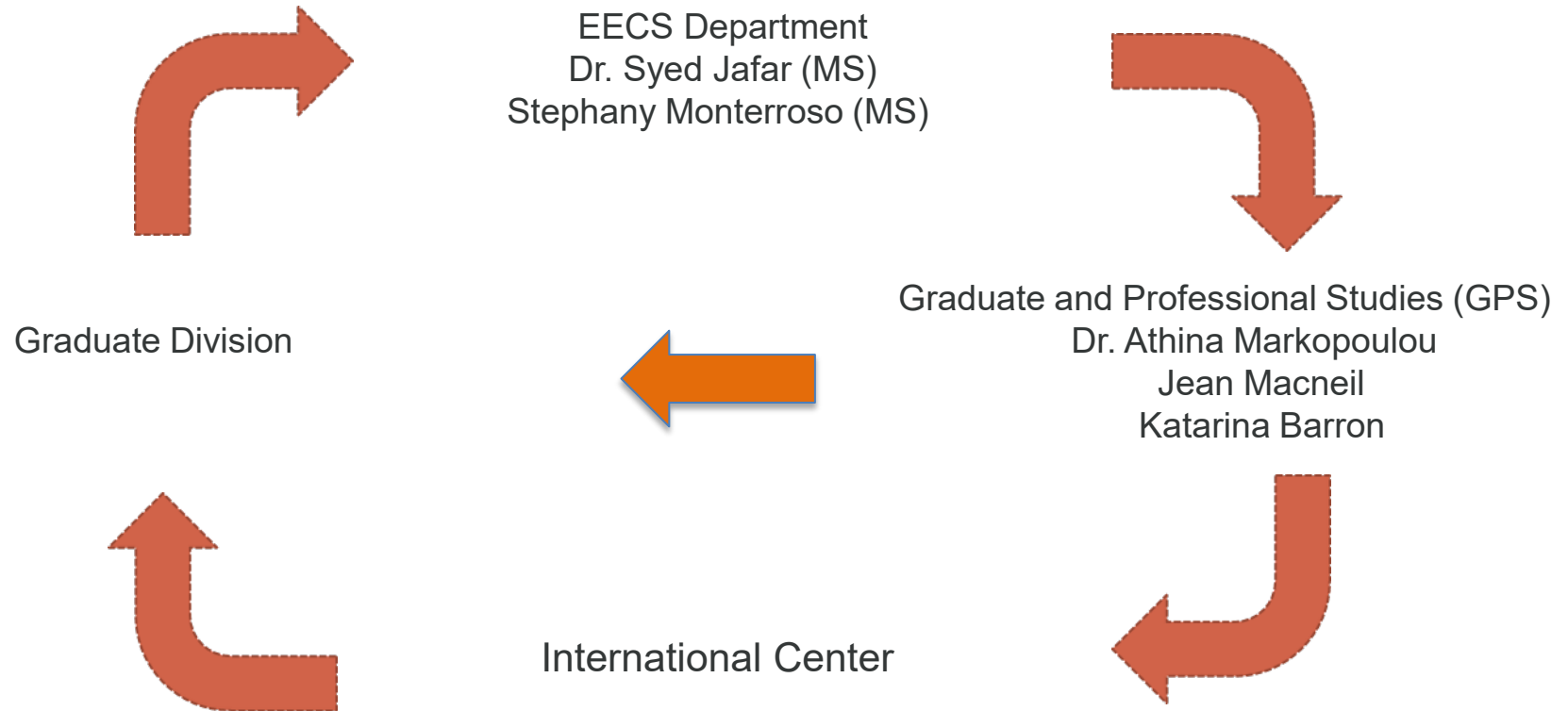
## Using DocuSign Form Links

- 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





# CASA (Office of Curriculum Analytical Studies and Accreditation)

Rockwell Engineering Center 114  
[casa@eng.uci.edu](mailto: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

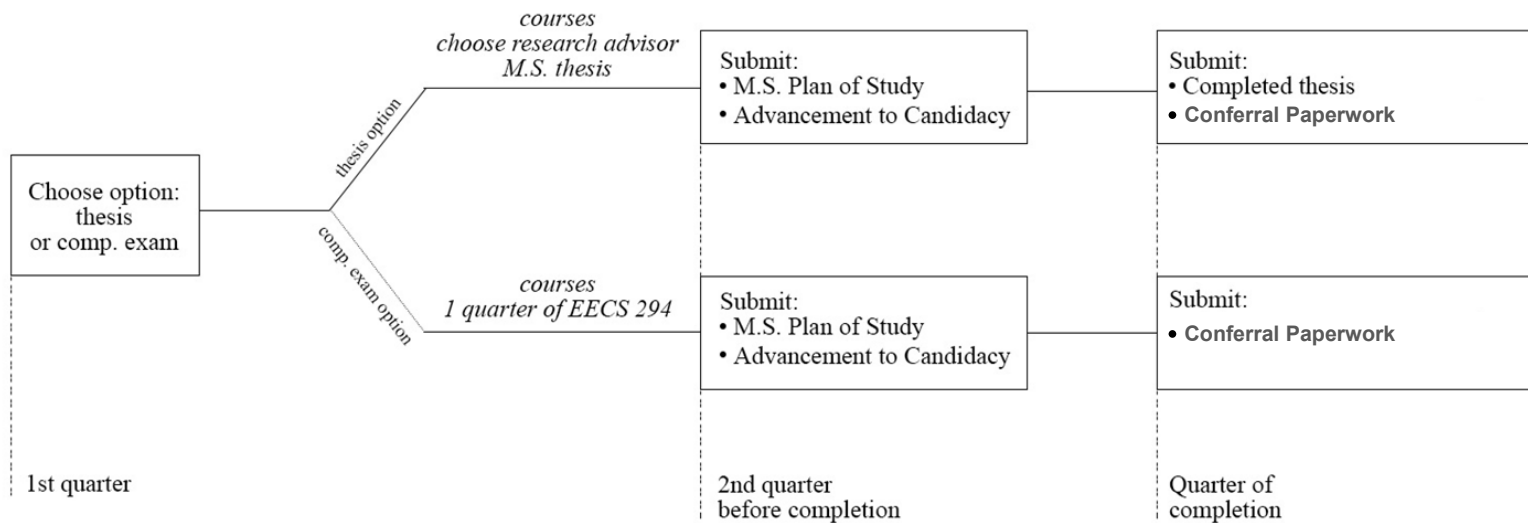
- Plan I: Thesis Option
- Plan II: Comprehensive Exam Option

## Concentrations:

- Electrical Engineering
  - Systems
  - Circuits and Devices
- Computer Engineering



# Roadmap to MS Degree





# 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 (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)
- 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 (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

<https://engineering.uci.edu/files/courses-that-are-not-acceptable-in-eecs-ms.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 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



# **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 normal courses, seminars, research units, etc.



<http://www.reg.uci.edu/calendars/quarterly/2021-2022/quarterly21-22.html>

	Fall 2023	Winter 2024	Spring 2024
Quarter begins	Sep 25	Jan 3	Mar 27
Instruction begins	Sep 28	Jan 8	Apr 1
Waitlists deactivated. (5:00 p.m.)	Oct 13	Jan 19	Apr 12
<b>Last day to:</b>			
Add a course without dean's approval. (5:00 p.m.)	Oct 13	Jan 19	Apr 12
Drop a course without dean's approval. (5:00 p.m.)	Oct 13	Jan 19	Apr 12
Change the grading option or variable units of a course without dean's approval. (5:00 p.m.)	Oct 13	Jan 19	Apr 12
Submit part-time study petition to Graduate Division for graduate students. (12:00 noon)	Oct 18	Jan 24	Apr 17
Pay tuition and fees late and/or enroll late. (4:00 p.m.)	Oct 20	Jan 26	Apr 19
Submit part-time study petition to Registrar for undergraduate students. (5:00 p.m.)	Oct 20	Jan 26	Apr 19
Drop a course without receiving a W grade; dean's approval required. (5:00 p.m.)	Nov 10	Feb 16	May 10
Change variable units of a course; dean's approval required. (5:00 p.m.)	Nov 10	Feb 16	May 10
Change the grading option of a course; dean's approval required. (5:00 p.m.)	Dec 8	Mar 15	Jun 7
Withdraw from a course; W grade assigned; dean's approval required. (5:00 p.m.)	Dec 8	Mar 15	Jun 7
Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.)	Dec 8	Mar 15	Jun 7
Instruction ends	Dec 8	Mar 15	Jun 7
Final examinations*	Dec 9–15	Mar 16–22	Jun 8–13
Quarter Ends	Dec 15	Mar 22	Jun 14
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\\_dNyBN5deIDdnr3a2rhrikVc-w/edit#rangeid=1124464761](https://docs.google.com/spreadsheets/d/1qR5waFaufpVacXHSS_dNyBN5deIDdnr3a2rhrikVc-w/edit#rangeid=1124464761)
- Registrar's website: <http://www.reg.uci.edu/>
  - Schedule of classes (WebSoc): <https://www.reg.uci.edu/perl/WebSoc/>
  - 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. Deadlines 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>



## 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 Chandramowliswaran**  
**PhD Graduate Advisor**  
EH 4432

Office hours: By Appointment

Zoom link: <https://uci.zoom.us/j/99217443210>

Email: [amowli@uci.edu](mailto: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](mailto: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](mailto:s.monterroso@uci.edu)

EECS Email: [eecsinfo@uci.edu](mailto: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](mailto:katarina.barron@uci.edu)

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

**Jean Macneil,**  
**Director**  
**Graduate and Professional Studies, School of Engineering**

204 Rockwell Engineering Center

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

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



**Q & A**



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Articles, books, and more | Course Reserves

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LANGSON | SCIENCE | GML | MRC | SCA | GATEWAY

Building 8am – 5pm

### Top Requests and Questions

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Suggest a Book For Purchase →

### Quicklinks

UC Library Search →

Course Reserves

Databases A-Z



## Q&A Zoom Session

- **September 28, 2023**
  - 11:00 – 12:00 pm
  - Registration is required:  
[https://uci.zoom.us/meeting/register/tJEkdOGvqD8rHNFmglZLE5Ay8QbOtJ6\\_2NI5](https://uci.zoom.us/meeting/register/tJEkdOGvqD8rHNFmglZLE5Ay8QbOtJ6_2NI5)
  - After registering, you will receive a confirmation email containing information about joining the meeting.





# Thank you!

