



Welcome to the
Samueli School of Engineering

Department of Electrical Engineering
and Computer Science

New Graduate Student Orientation
September 2024

How to Zot - UC Irvine

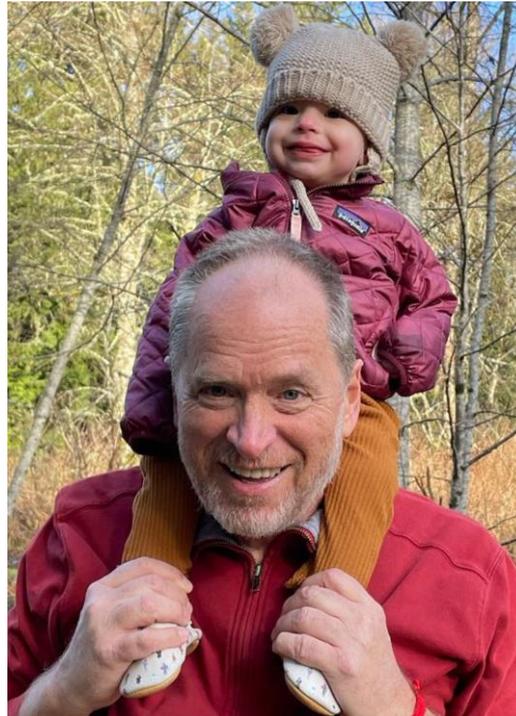




Magnus Egerstedt

EECS Department Chair

Professor Lee Swindlehurst



and granddaughter -

Graduate Advisors

- [Prof Aparna Chandramowlishwaran](#)

Graduate Advisor – PhD Programs



- [Prof Syed Jafar](#)

Graduate Advisor - MS Programs



EECS Chief Administrative Officer

[Beverly Randez, CAO](#)



Admissions and Student Affairs

[Stephany Monterroso](#)

M.S. Graduate Coordinator



- M.S. academic student concerns

[Marisa Mendoza](#)

Ph.D. Graduate Coordinator



- Ph.D. academic student concerns

Academic Personnel and Payroll

[Ashley Morales](#)

Payroll/Personnel
Analyst



- Employment and Payroll Questions

[Elvia \(Vivi\) Salas](#)

Academic Personnel
Coordinator



- Faculty/Academic Personnel

Undergraduate and Office Personnel

[Pauline Eatherly](#)
Undergraduate Program
Coordinator



- Undergraduate and Curriculum Issues

[Jasmine Garcia](#)
Business Office Analyst



- General Office Questions

Laboratory Personnel

Shawn Davis
Laboratory Manager



- Lab Questions

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
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- Ashley Morales
Payroll/Personnel Analyst
morale22@uci.edu
- Elvia Salas
AP Coordinator
salase@uci.edu
- Pauline Eatherly
Undergraduate Program Coordinator
peatherl@uci.edu
- Jasmine Garcia
Business Office Analyst
jogarci1@uci.edu
- Shawn Davis
Laboratory Manager
shawnd3@uci.edu

Society of Graduate Electrical Engineering and Computer Science Students “GEECS”



Employment opportunity for MS students

- MS students are eligible to be employed as TAs or Readers/Graders however, EECS PhD students have top priority.
- MS students can apply for Reader/Grader appointments which are offered at 19% or less and pay salary only (no tuition remission) based on the number of hours assigned (read your contract carefully).
- UAW orientation is mandatory for first time ASEs (Academic Student Employees)

Fall 2024 UAW Orientation:

Date: Tuesday, September 24th from 4:30–5:00 pm

Location: TBA

Fall 2024 UAW Orientation (Make Up):

Date: TBD | Location TBD

<https://ap.uci.edu/laborrelations/uaw-2865-orientations/>

Reader/Grader Requirements

- Readers/Graders 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/Grader hiring and if interested, you will be added to the Applicant List
- You may be contacted by instructor
- If selected, instructor will notify EECS staff 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/graders must attend UAW orientation (offered every quarter by Graduate Division)

Steps to being hired

- Readers/Graders must submit hours worked in TRS (Time Reporting System) or you will not be paid. Please review the contract sent to you carefully for the number of allowed working hours.
- TRS: <https://timesheet.uci.edu>
- Readers/Graders are paid every other Wednesday (hourly pay only)
- UCPath Online
We highly recommend setting up direct deposit to your bank account, which can be done through UCPath Online (<https://ucpath.universityofcalifornia.edu/>)

Direct Deposit – Payment

Readers/Graders

We highly recommend setting up direct deposit to your bank account, which can be done through UCPath Online (<https://ucpath.universityofcalifornia.edu/>)

Salary is paid Biweekly
Fall Quarter 2024 Pay dates:

October 9th

October 23rd

November 6th

November 20th

December 4th

December 18th

UCI Time Report System (TRS)

Readers/Graders

- You will be reporting hours worked on your timesheet. You will be submitting your timesheet every two weeks.
- If you do not submit your timesheet, you will not be paid. If it is late, it may cause late payment.

TRS Continued

Example of TRS timesheet

EECS Department Accounts / [REDACTED]

Status: Not Started

Pay Period: 09/15/24 - 09/28/24 (B1)

Due Date: Friday, September 27, 2024 5:00 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15 +	16 +	17 +	18 +	19 +	20 +	21 +
22 +	23 +	24 +	25 +	26 +	27 +	28 +

Timesheet In/Out Details

Leave Balances

Vacation	[REDACTED]
Sick	[REDACTED]
Comp Time	0.00

Timesheet Hours

	Week 1	Week 2	Total
Total	0	0	0

Timesheet Comments

⚠ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

[Submit to Supervisor](#)
[Save](#)
[Print](#)

When you click on a plus sign

Add Hour for Mon, 9/16

Select Hour Type

Repeat Hours for Date Range
 Repeat Hours for Selected Dates

[Add Hour](#)
[Close](#)

Glacier, SSN, ITIN

- **Glacier** is a nonresident tax compliance system that allows UCI to properly determine the appropriate withholding on income paid to non-residents and comply with tax laws.
<https://accounting.uci.edu/tax/non-resident/index.html>
- A **Social Security Number (SSN)** is requested by your employer if you are authorized to engage in employment. If you do not already have an SSN, you will need to apply for one.
<https://ic.uci.edu/resource-pages/social-security.php>
- An **Individual Taxpayer Identification number (ITIN)** is for individuals who are required to have a taxpayer identification number for tax purposes, but who do not have and are not eligible to obtain an SSN from the Social Security Administration.
<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.

For any questions about CPT application, ENGR 291 Internship enrollment, or grading, please contact 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



Dr. Athina Markopoulou
Associate Dean



Dr. Aparna
Chandramowliswaran
Interim Associate Dean (Fall 2024)



5400 Engineering Hall
(building #308)
Email: gradengr@uci.edu
Monday-Thursday
9am-12pm; 1pm-4pm



Jean Macneil
Director
jean.macneil@uci.edu

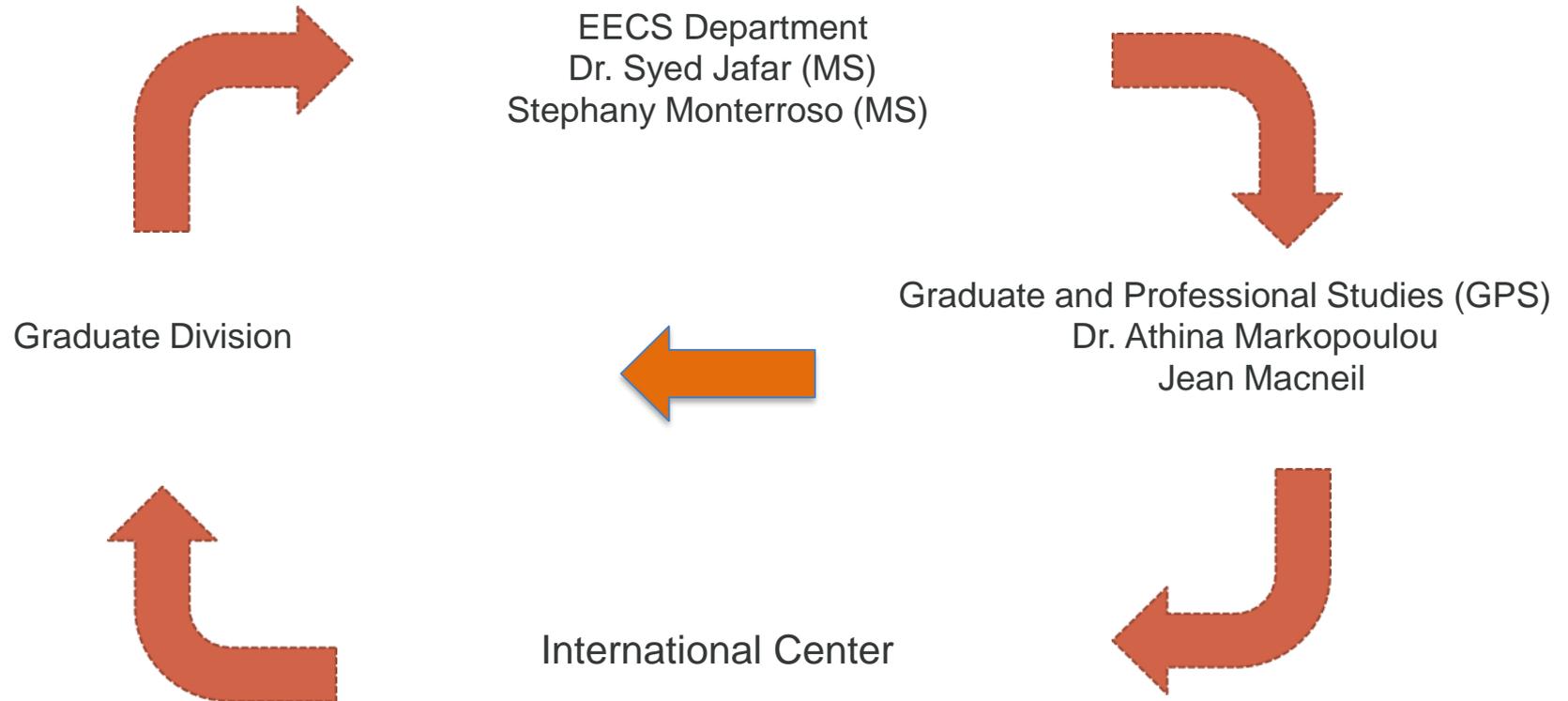
Student Services Advisor
Vacant

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 M.S. Graduate Coordinator 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

- David Vazquez, Curriculum Accreditation Supervisor
- Jennie Vargas, Sr. Analyst/Course Management Specialist

Teaching Plan

2024-2025 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 : casa@eng.uci.edu
- What should I do if there are conflicting class times?
 - Email CASA : casa@eng.uci.edu
- Why is there a course restriction for the course that I am interested in?
 - Email CASA : casa@eng.uci.edu

Degrees and Concentrations

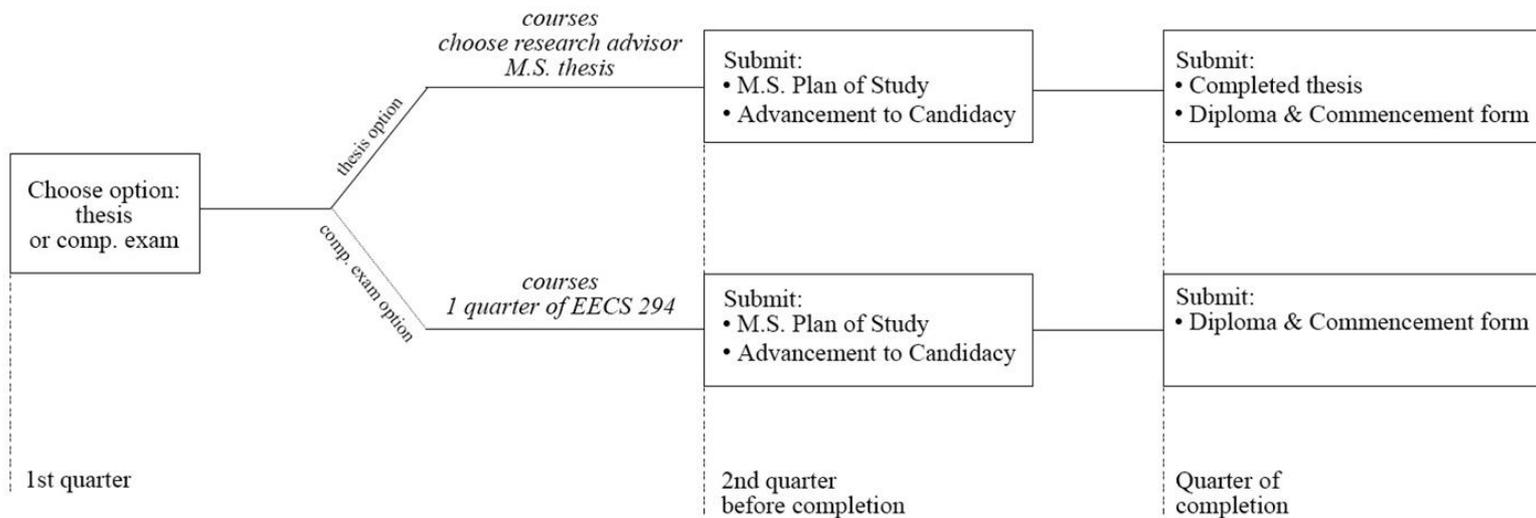
M.S. Degree Two Options

- 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.



<https://www.reg.uci.edu/calendars/quarterly/2024-2025/quarterly24-25.html>

	Fall 2024	Winter 2025	Spring2025
Quarter begins	Sep 23	Jan 2	Mar 26
Instruction begins	Sep 26	Jan 6	Mar 31
Waitlists deactivated. (5:00 p.m.)	Oct 11	Jan 17	Apr 11
Last day to:			
Add a course without dean's approval. (5:00 p.m.)	Oct 11	Jan 17	Apr 11
Drop a course without dean's approval. (5:00 p.m.)	Oct 11	Jan 17	Apr 11
Change the grading option or variable units of a course without dean's approval. (5:00 p.m.)	Oct 11	Jan 17	Apr 11
Submit part-time study petition to Graduate Division for graduate students. (12:00 noon)	Oct 16	Jan 22	Apr 16
Pay tuition and fees late and/or enroll late. (4:00 p.m.)	Oct 18	Jan 24	Apr 18
Submit part-time study petition to Registrar for undergraduate students. (5:00 p.m.)	Oct 21	Jan 24	Apr 18
Drop a course without receiving a W grade; dean's approval required. (5:00 p.m.)	Nov 8	Feb 14	May 9
Change variable units of a course; dean's approval required. (5:00 p.m.)	Nov 8	Feb 14	May 9
Change the grading option of a course; dean's approval required. (5:00 p.m.)	Dec 6	Mar 14	Jun 6
Withdraw from a course; W grade assigned; dean's approval required. (5:00 p.m.)	Dec 6	Mar 14	Jun 6
Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.)	Dec 6	Mar 14	Jun 6
Instruction ends	Dec 6	Mar 14	Jun 6
Final examinations*	Dec 7-13	Mar 15–21	Jun 7-12
Quarter Ends	Dec 13	Mar 21	Jun 13
Deadline to submit final grades (5:00 p.m.)	Dec 19	Mar 27	Jun 19
Grades available in StudentAccess (10:00 p.m.)	Dec 19	Mar 27	Jun 19
Official transcripts available	Dec 23	Mar 31	Jun 23

How to schedule classes

- Teaching Plan
<http://bit.ly/24-25UCIEngineeringCourseListing>
- 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. 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 an MS Plan of Study, you will receive a reminder email with instructions and deadline dates for 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: <https://graduate.eng.uci.edu/academics/deadlines/>

Part-time Student Status

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.
- **Deadlines:** <https://graduate.eng.uci.edu/academics/deadlines/>

Filing Fee Student Status

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:** <https://graduate.eng.uci.edu/academics/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/diversity-equity-inclusion/gic/>

This program offers opportunities to network with others, practice English, and learn about American life and culture to ease the transition to UC Irvine

Important Resources

- [Office of Academic Integrity and Student Conduct](#)
- [UCI Libraries](#)
- [Associated Graduate Students](#)
- [UCI Academic Counselors](#)
- [Counseling Center](#)
- [UCI CARE Office](#)
- [Office of Financial Aid and Scholarships](#)
- [UCI Division of Career Pathways](#)
- [Division of Teaching Excellence and Innovation](#)
- [Office of Equal Opportunity and Diversity](#)
- [Student Health Center](#)
- [Beall Applied Innovation](#)
- [Basic Needs Center](#)
- [Office of Campus Social Work](#)
- [Center for Excellence in Writing and Communication](#)
- [ANTrepreneur Center](#)
- [Transportation and Distribution Services](#)
- [Campus Recreation \(ARC\)](#)
- [Family Resource Center](#)
- [Sustainability Resource Center](#)
- [Disability Services Center](#)
- [Graduate and Family Housing](#)
- [Off-Campus Housing](#)
- [Cross-Cultural Center](#)
- [Graduate Student Health Insurance Plan](#)
- [Student Health – Psychiatry & Mental Health Services](#)
- [Graduate & Postdoctoral Resource Center](#)

Important Resources

- **Graduate Division's In-Person Resource Fair on September 30th**
- [Registration Link for Campus Fair](#)

Office Hours

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

Syed Jafar

MS Graduate Advisor

EH 4223

Office hours: Wednesdays: 12(noon) - 1:00PM

(By appointment)

Zoom link: <https://uci.zoom.us/j/9498241684>

Email: syed@uci.edu

Aparna Chandramowliswaran

PhD Graduate Advisor

EH 4432

Office hours: By Appointment

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

Email: amowli@uci.edu

Marisa Mendoza

PhD Graduate Coordinator

EH 2201

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

Office hours: M & F: 10:00-11:00AM (In-person)

2:00-3:00PM (In-person)

Zoom link: By Appointment

Email: marisbm1@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 Office Hour Zoom Session

- **September 26, 2024**

- 11:00 am – 12:00 pm

- Registration is required:

- <https://uci.zoom.us/meeting/register/tJwrceyupjssGtdujD3Bjpi6cZ9vV4PdDXNO>

- After registering, you will receive a confirmation email containing information about joining the meeting.

Thank you! + Raffle Time!

