2016 Electrical Engineering New M.S. Graduate Student Orientation
Office of Graduate Student Affairs (EE OGSA)
WHO WE ARE

- **Mona Jarrahi**
  - Departmental Graduate Advisor

- **Deeona Columbia**
  - Manager

- **Ryo Arreola**
  - Graduate Student Affairs Officer

- **Julio Vega**
  - Admissions Coordinator
WHO YOU ARE

- **Number of Applications**: 1965
  - (1329 MS & 636 PhD)

- **Admission Offered**: 459 (23%)

- **Attending Fall 2016**: 194 (10%)

- **Countries Represented by Incoming Class**: 16
  - China, Ecuador, France, Greece, India, Iran, Iraq, Israel, Pakistan, South Korea, Saudi Arabia, Spain, Taiwan, Turkey, United States of America, & Zimbabwe
We will go through each of your files individually to verify if we have everything that we need for your file.

We will email each of you to let you know one-by-one.

The Graduate Division will place holds on student records missing final transcripts (depending on your country, you may also have to supply a diploma and degree certificate).

Deadline for final transcripts is:

- **September 30, 2016.**

  NOTE: It can take Graduate Division several days to remove a hold once it is placed. DON’T let a hold stop your registration! Get your transcript and degree certificate in immediately!
New UC wide policy starting Fall 2016.

All incoming UC students are required to provide documentation of vaccination or immunity to mumps, measles, rubella, tetanus, pertussis, meningococcal conjugate, varicella, and screening for tuberculosis.

UCLA requires submission by September 19, 2016.
- Go to: Ashe Secure Portal

Students who do not meet the vaccination requirement will have a hold put on their registration.

Students may get vaccinations at the Ashe Center (students w/o UC SHIP can receive vaccines from the Ashe Center for a fee)

For questions and more information: ASHEIMMUNE@ashe.ucla.edu
EMAIL

- READ YOUR EMAIL OFTEN!!!
  - We send a lot of email.
  - Some of it may not pertain to you.

- We recommend you create a separate mailbox and archive all emails sent by our office.
  - Email is a great reference tool.

- Failure to read an announcement is NOT an excuse!!!!

Email may come from:
- deeona@seas.ucla.edu
- jvega@seas.ucla.edu
- ryo@seas.ucla.edu
- eerequest@seas.ucla.edu
- ee_TA@seas.ucla.edu
CONTACT INFORMATION

- **MyUCLA**
  - You must maintain a correct email address, mailing address, and telephone number on MyUCLA. You may change this information as needed by logging into the system.

- If you have a TA, GSR, or Reader position, you must **ALSO** notify the EE Student Payroll Office if your contact information changes. *(Unfortunately, your records on MyUCLA do not “talk” to the payroll system.)*
**DEADLINES**

- You must know and meet deadlines!

- Our office does not tolerate failure to meet deadlines.

- Add dates and alerts to your phone, email, on your calendar – whatever works! Just meet the deadlines!

- Failure to meet deadlines could result in additional fees, failure to graduate on time, and even dismissal from the program.
EE OGSA OFFICE HOURS

- Monday 8:00-12:00 and 1:00-4:30
- Tuesday 1:00-4:30
- Wednesday 8:00-12:00 and 1:00-4:30
- Thursday 8:00-12:00 and 1:00-4:30
- Friday 1:00-4:30

***Closed 12-1 for lunch***
HOW TO MAKE AN APPOINTMENT with OGSA

- You may visit the office during open office hours to schedule the appointment in advance
- OR
- You may email eerequest@seas.ucla.edu
  - Include:
    - Your full name
    - UID
    - Reason for appointment
    - Your availability for the week that you wish to have an appointment. Please include time ranges on the days that you are available (e.g., 10:00 AM – 2:00 PM).

- Only by scheduling an appointment can you best guarantee that you will be able to meet with our office at a time that works for you
CAMPUS SERVICES & RESOURCES

- Graduate Student Resource Center
- Graduate Writing Center
- Counseling Center
- Student Legal Services
- SEASnet Computing Facility
- Arthur Ashe Student Health & Wellness Center
- UCLA Recreation
- DCISS
- Student Groups and Clubs (EGSA, GSA, etc.)
**STUDENT STUDY SPACE**

- **Student Cubicles**
  - Less than 150 cubicles on the 5th and 6th floors of Engineering IV
  - Application process = long wait
  - [www.ee.ucla.edu](http://www.ee.ucla.edu) – Resources – Student Resources – Forms and Petitions – Cubicle Application form

- **EE Graduate Student Lounge**
  - 53-145 Engineering IV
  - Microwave, dry erase board, tables, chairs, and a couch

- **EGSA Lounge**
  - 2438 Boelter Hall
  - 50” LCD TV, 6-speaker system, DVD player, cable, Sony PlayStation 2 with games, Nintendo Wii with games, wireless campus phone, conference table, and dry erase board
BRUIN BILL (AKA BAR)

- You are expected to check your Bruin Bill by the 15\textsuperscript{th} of each month.

- If you have a balance that is not paid by the 20\textsuperscript{th} of the month, you will be charged a $20 late fee.

  - Various charges can include: Printing, Ashe Center, missed appointments, instructional enhancement fees, etc. These fees can add up!
Any student planning to enroll with UCLA for more than one year is encouraged to review the requirements for becoming a California Resident.

Only available to US citizens and permanent residents

Details on residency are outlined on the UCLA Office of the Registrar’s website.

PAY SPECIAL ATTENTION TO DEADLINES!!!
Students are admitted and assigned an academic advisor at the time of admission.

Students may change their advisor (WITHIN THEIR SAME AREA) by completing the EE Dept. Change of Advisor Request form.

Students who wish to change their advisor assume all responsibility for locating a faculty member who agrees to be the new advisor.
ADVISOR ASSIGNMENTS

- Once the new advisor signature is obtained, then the form is taken to the current advisor for signature. Once both faculty have signed, the form is turned into the EE OGSA for processing.

- BEWARE: Students receiving/requesting or have previously received funding (TA, GSR, reader, etc) from a faculty member may encounter issues if an advisor change is requested. Speak with Deeona before requesting an advisor change!!
The EE department is organized into three areas of research:

- Circuits and Embedded Systems
- Physical and Wave Electronics
- Signals and Systems

You have been admitted to the MS program into one of these areas. Admission into one area does not imply admission to the other areas. Every year we allow for a small number of transfers between areas (typically between 5 and 10).

- Students will be allowed to transfer based on their fall quarter GPA (you must take at least one EE graduate class in fall).
- Students allowed to transfer will be automatically assigned a new advisor.
- Applications for transfers will begin in December.
ESLPE REMINDER

- Required of all entering UCLA graduate students who were required to provide TOEFL for admission.
  - Students with a score of 100 or above on the TOEFL iBT or at least a 7.5 on the IELTS do not need to take the ESLPE.

- Graduate students must satisfy their ESL requirements within the first year of residency.

- The Graduate Division checklist will reflect if required.

- Sign up online at the UCLA Writing Program site.

- The ESL office will inform you of any courses required (if any).

YOU MUST TAKE THESE COURSES TO GRADUATE!!
SECTION 80 COURSES

- Section 80 courses are for the MS Online Program.
- Students may take online courses for a per course fee of $3,850, which is in addition to the regular tuition.
- The course may be applied toward the MS degree.
Our office does not check to verify that you have the proper prerequisites for a course. If you believe you have the knowledge to perform well in a course, feel free to enroll in the course. If you have doubts, ask the instructor. Failure to have the proper pre-requisites is NOT an excuse for a poor grade!
GPA REQUIREMENT

- You must maintain a 3.0 GPA each quarter.

- Students wishing to continue to the PhD program must maintain a 3.5 GPA or higher.

- Several GPAs:
  - Quarterly
  - Cumulative
  - Program

- All 3 GPAs are taken into considered, however, the only one listed on your transcript is your overall (cumulative) GPA.
GPA REQUIREMENT

- What happens if you receive a B- or a C grade in a course? Do you have to re-take it?
  - A grade of a B- or C may be applied toward your degree as long as ALL of your GPAs stay above the 3.0 threshold.

- What happens if your GPA falls below the 3.0 threshold?
  - You will be placed on academic probation, and you will have ONE quarter to bring up your GPA. Failure to do so may result in your termination from the program.

**REMINDER: PhD students completing a MS degree must maintain a 3.5 GPA or better**
UNDERGRADUATE COURSE ENROLLMENT

- Upper-Division undergraduate courses are numbered 100-199.
- Up to **ONE** undergraduate course **MAY** be counted towards the MS degree requirements.
- Student may **NOT** have previously taken the course (or an equivalent).
  ((*Student honor system – academic dishonesty may result in dismissal from the program.*)
- See list of courses that **CANNOT** be counted.
- Course not approved toward MS degree until our office has it on an **APPROVED** program of study.
- PTE number is required of all graduate students wishing to enroll in most undergraduate courses.

**GRADUATE STUDENTS DO NOT HAVE PRIORITY FOR UNDERGRADUATE COURSES!!**
FULL COURSES (CLOSED)

- When courses are closed due to full capacity, there are two options:
  - **Permission to Enroll (PTE)**
    - Provided by instructor of a course
    - Typically not given until after the first course meeting
    - PTE numbers valid through Friday of 2\textsuperscript{nd} week
  - **Monitor enrollment and wait for a space to open**

- Graduate students almost always get into the graduate courses they want. There are some exceptions, i.e., courses that are project based, which has limited enrollment, and courses with room size constraints.
- Be sure to always attend the courses you want, wait for a space to open up, or ask the instructor for a PTE number.
- Students have until the Friday of second week (see academic calendar) to secure a schedule.
The EE Department STRONGLY prefers all students be enrolled in 12 units each quarter.

- 12 units are required for all students who are receiving fellowship, GSR, TA, special reader or reader funding.

- Tuition & Fees are the same whether you enroll in 4 units or 12 units. There is no fee reduction if you enroll in fewer units.

8 units are REQUIRED for all graduate students EACH and EVERY quarter.

- Failure to have at least 8 units will result in serious visa problems for international students.

- 8 units are the minimum number of units required to be full-time student.
Letter Grade (LG) or Satisfactory/Unsatisfactory (S/U)

All lecture courses MUST be taken for a letter grade.
  ◦ If you are on the MS Courses option and you take a lecture course on a S/U basis, you will receive a comprehensive exam score of 0.

Only certain courses must be taken for a S/U basis (e.g., EE 295, EE 296, EE 297, EE 299 EE 596, EE 597A, EE 597B, EE 597C, EE 598, and EE 599)
SEMINAR

- 297 – Seminar: Research Topics in Electrical Engineering
  - **Required for each graduate degree** received with the UCLA E.E. Department.
  - Offered each quarter, topics vary. For the 16/17 AY, the seminar topics are: S&S and CES (Fall and Winter), and PWE (Spring)
  - **S/U graded course.** You must receive an “S” grade to satisfy the requirement.
  - Attendance-based. May only miss one seminar and still receive a passing grade.
  - Must submit a one page summary+critique of the Seminar for at least 7 of the 9 Seminars. A template is available for those enrolled with instructions for uploading the document. Emailed submissions will be ignored.
RESEARCH MEETING UNITS

- 296 – Seminar: Research Topics in Electrical Engineering
  - All graduate students who meet with their advisor, either in a group setting or individually, on a regular basis, to discuss research, must enroll in 2 units of 296 each quarter.
  - After consultation with your advisor, students may be required or encouraged to enroll in this course.
  - Typically required of students who attend an advisor’s research group meetings.
  - Registration is listed by advisor.
  - Course is listed within the regular selection of courses (i.e. – not in the individual studies section)
To satisfy your enrollment requirements, you may enroll in variable units of individual studies courses.

The easiest way to find the list of Individual Studies Courses is to

- Visit the Registrar’s Office website.
- Click Schedule of Classes.
- Also available through the MyUCLA course listings
597A

- For students planning to follow the Comprehensive Exam option (Courses or Project plan).
- Enroll in the section for your advisor.

598

- For students who have an advisor who has approved a Program of Study that indicates Thesis option.
- Enroll in the section for your advisor.
- 8 units of 598 are required for the thesis plan

INDIVIDUAL STUDIES COURSES
Pay attention to the course number – 596 is ONLY for CPT. You CANNOT enroll in this course without a PTE number!

Scroll down for the course you are looking for!
INDIVIDUAL STUDIES COURSES

- It is extremely important that you enroll in the section under your advisor for 500-level courses and/or EE 296.

- All students are expected to check their study list on URSA before the end of 2nd week to verify enrollment in the proper sections.

- The department cannot correct enrollment after the Friday of 10th week. Failure to correct your study list in a timely manner may result in a F or U on your record.
Students who adjust enrollment after 2nd week will be charged a PER-TRANSACTION fee.

Students have the academic right to drop a course up until the Friday of 10th week at 5:00pm; they must do so on MyUCLA.

The E.E. Department requires any student dropping a course after the Friday of 4th week to submit the “Petition to Drop a Course after 4th Week” form.

Form available online: http://www.ee.ucla.edu/wp-content/uploads/ee/CourseDrop.pdf
DEGREE REQUIREMENTS

- Three (3) M.S. Degree Options
  1. Comprehensive exam – Courses
  2. Comprehensive exam – Project
  3. Thesis

  All students “DEFAULT” to the Comprehensive exam – Courses Option
The Program of Study is a proposed plan of study between you and your advisor.

DUE: By the end of 5th week of WINTER QUARTER.

Must be signed by your advisor.

You can find the form on our website: http://www.ee.ucla.edu/forms-and-petitions/

Only include the courses that count towards your degree. Do not include courses i.e., 296, 375, 495, 596, 597A.

Meet briefly with Ryo when turning in your form to ensure accuracy.

May be updated anytime your plan of study changes.
COMPREHENSIVE EXAM - COURSES

- EE 297 – Seminar

- 9 Lecture Courses
  - At least 5 must be graduate courses in Electrical Engineering
  - At least 5 must be in the Area you were admitted to
  - A maximum of ONE course may be an upper-division undergraduate course (if on an approved Program of Study)
Each EE graduate course will contain a question, set of questions, problem, project, or combination thereof designated by the instructor as the Comprehensive Examination (CE) Score.

Students must maintain a minimum 3.0 average on the CE Scores.

Average score is based on 5-9 EE graduate courses depending upon how many EE courses you take.

You can monitor your scores by logging into your EEweb account.
COMPREHENSIVE EXAM - COURSES

- Cross-listed Courses

  - Cross-listed courses are lecture offered by multiple departments.

  - Students from these departments may have these courses count toward their degree. Cross-listed courses have the letter “M” before the course number (e.g., EE M255).

  - Students on the courses option MUST enroll in the EE section of the course to receive a comprehensive exam score. If you are having issues enrolling in the EE section you are advised to visit our office to discuss the matter.
COMPREHENSIVE EXAM - PROJECT

- EE 297 – Seminar

- 8 Lecture Courses
  - At least 5 must be graduate courses in Electrical Engineering
  - At least 5 must be in the Area you were admitted to
  - A maximum of ONE course may be an upper-division undergraduate course (if on an approved Program of Study)

- EE 299 Project Course
  - Taken only once
  - Typically taken during the last quarter registered as a MS student
  - S/U graded – provides credit for project completion
THESIS

- EE 297 – Seminar

- 7 Lecture Courses
  - At least 4 must be graduate courses in Electrical Engineering
  - At least 4 must be in the area you were admitted to
  - A maximum of ONE course may be an upper-division undergraduate course (if on an approved Program of Study)

- 8 Units of EE 598 Thesis Preparation
  - A student must have at least 8 units for graduation, but it is possible for a student to have many more than 8 units
  - S/U grade provides credit in a student’s program towards the time dedicated to the research and writing of a thesis
**Thesis**

- **Thesis Committee**
  - The student must nominate a Thesis Committee of at least three faculty members who will review the thesis. This must be done by Friday of the second week of the quarter that the thesis will be completed.

- **Thesis Submission**
  - The thesis must be submitted by the student, and approved electronically by all committee members by 5:00pm on Friday of the 10th week. If these conditions are not met by the deadline, the student will receive a degree for the following quarter.
EE WEB - https://eeeweb.ee.ucla.edu

- Must have a BOL account AND be enrolled in or have taken EE courses to have access EE Web
This shows your progress in your MS Program (and PhD if you continue).

A requirement has not been satisfied until you see a date next to it.

NOTE: You will see your Comprehensive Exam Average HERE and you can CLICK it to see the CE REPORT that outlines all of your CE scores by class.
EE DEPT PICNIC

FRIDAY, OCTOBER 7, 2016
12:00 – 3:00 p.m.
Sunset Recreation Center
Upper Lawn
A Special thanks to all of our Sponsors!

Google
SPIE
YAHOO!
intel
UCLA
ATHLETICS
Los Angeles Dodgers
Texas Instruments
CISCO
Skirball Cultural Center
Corner Bakery Café
UCLA
Associated Students
It all comes back to you!
Please join us in the TESLA room 53-125 for refreshments.