DEPARTMENTAL ORGANIZATION

Greg Pottie
Chair

Mona Jarrahi
Vice Chair
Graduate Affairs

Abeer Alwan
Vice Chair
Undergraduate Affairs

C.-K Ken Yang
Vice Chair
Industry Relations

Prof. Danijela Cabric
Circuits and Embedded Systems

Prof. Ethan Wang
Physical and Wave Electronics

Prof. Christina Fragouli
Signals and Systems
ECE 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:** 1756  
  MS-1165, MS/PHD-315, PHD-276

- **Admission Offered:** 426 (24%)  
  MS-376, MS/PHD-92, PHD-29

- **Attending Fall 2017:** 252 (14%)  
  MS-204, MS/PHD-31, PHD-17

- **Countries Represented by Incoming Class:** 16
  - Argentina, Belgium, Brazil, Canada, China, Egypt, Greece, India, Iran, Japan, Kazakhstan, Poland, Serbia, South Korea, United States of America, and Vietnam.
We will go through each of your files individually to verify that we have all necessary documents.

We will email each of you individually to let you know.

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

Deadline for final transcripts is:

- **October 20, 2017**.

  - **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!
UC Immunization Plan

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

- UCLA requires submission by **September 28, 2017**.
  
  - Go to: [Ashe Secure Portal](#)

- Students who do not meet the vaccination requirement will have a hold put on their record, potentially affecting course enrollment and preventing access to certain campus resources.

- 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](mailto:ASHEIMMUNE@ashe.ucla.edu)
UCLA is required by law to provide graduate students with sexual violence prevention education.

- Every incoming graduate and professional school student will be required to complete an online educational *Think About it: Graduate Students* and an in-person *Title IX Training for Graduate Students*.
- All incoming students will receive an invitation email from Campus Clarity, beginning September 7, 2017, containing a link to *Think About it: Graduate Students*, which will take approximately two hours to complete.
- For the in-person Title IX Training for Graduate Students, students must attend one of the sessions offered during the first 6 weeks of Fall Quarter, please see [http://grad.ucla.edu/titleIX](http://grad.ucla.edu/titleIX) for registration information.

Students are required to complete the online and in-person training by November 7, 2017.
Copyright

- You have ownership of original text/images that you produce (e.g., a paper, thesis, course materials); your consent is required to transfer ownership or use it for commercial purposes.

Patents

- A patent is essentially a legal instrument that allows you to sue to stop other people from practicing your invention; typically, they must pay a licensing fee to continue to use it.
- The university owns patentable research results in which any UCLA facilities are used or while you are being paid as an employee, but will pay a share of royalties to graduate student inventor(s) and their faculty adviser(s).
- If the university chooses not to patent the invention, the inventors can then decide to pursue a patent at their own expense ($5K–$100K depending on the complexity); they then have full ownership.
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
- ryo@seas.ucla.edu
- jvega@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 ECE 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.
ECE 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
  - See Jose Cano, our Facilities Manager, for more information

- **ECE 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
Lab Safety Training

- Required for all students who:
  - have a desk in a lab (not a common cubicle)
  - conduct research in a lab
  - take courses in lab
  - teach in a lab

- Lab Safety training must be complete prior to obtaining a key for a lab

- To sign up for the Laboratory Safety Fundamental Concepts (LSFC) using your UCLA Logon ID
  LABORATORY SAFETY FUNDAMENTAL CONCEPTS (LSFC):
  HTTPS://WORKSAFE.UCLA.EDU/UCLA/PROGRAMS/STANDARD/CONTROL/ELMLEARNER.WML?PORTALID=LEARNERWEB

- Show proof of completion to Jose to obtain lab key
BRUIN BILL (AKA BAR)

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

- If you have a balance that is not paid by the 20th 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 ECE 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.
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 ECE 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!!
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 TOELF 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 $4,000, which is in addition to the regular tuition.
- The course may be applied toward the MS degree.

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<tr>
<th>Section</th>
<th>Status</th>
<th>Waitlist Status</th>
<th>Info</th>
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<th>Location</th>
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<td></td>
<td>Reisizadehmobarak</td>
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</table>
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!
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.
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**
DEFINITIONS

Program of Study (POS) – A form that lists all courses that you have taken or plan to take towards degree requirements. It is an agreement with the department and must be kept up to date at all times. In order for a course to be count toward degree requirements, it must be on an approved Program of Study form.

Permission To Enroll (PTE) Number – A 5-digit number that allows a faculty member to grant permission to enroll for students unable to enroll in a course for various reasons.

Advancement to Candidacy (ATC) – The agreement with the University that outlines the courses that will be used toward the MS degree requirements. An approved Program of Study with all courses completed, and a completed ATC form are needed by the second week of the quarter that a student plans to graduate.
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 2nd 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 ECE 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.
- 12 units are required for all students who wish to apply for TA, Reader, or GSR positions.
- 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 international graduate students EACH and EVERY quarter.

- Failure to have at least 8 units will result in visa violations for international students.
- 8 units are the minimum number of units required to maintain an F-1 visa
GRADING BASIS

- 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 capstone 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)
297 – Seminar: Research Topics in Electrical Engineering

- **Required for each graduate degree** received with the UCLA ECE Department.

- Offered each quarter.

- S/U graded course. You must receive an “S” grade to satisfy the requirement.

- Attendance-based. You will have to submit a 1-page summary+critique review of each seminar talk.

- See poster (by elevators) each quarter to determine the “*common theme*.”
INDIVIDUAL STUDIES COURSES

www.registrar.ucla.edu

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

### SCHEDULE OF CLASSES

To search for classes offered, select a term and search criterion from the drop-down menus, then click GO.

[Student Reminder](#) To see real-time enrollment counts and to enroll classes into your study list, use the MyUCLA [Find a Class and Enroll](#) and [Class Planner](#) features.
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

597A
- For students planning to follow the 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

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<td>Cosar, S.P.</td>
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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 MyUCLA 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.
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)
DROP DEADLINE, 2\textsuperscript{nd} Week vs. 10\textsuperscript{th} Week

- Students who adjust enrollment after 2\textsuperscript{nd} week will be charged a PER-TRANSACTION fee.

- If you are planning on dropping a course, you are HIGHLY encouraged to do so by Friday of 4\textsuperscript{th} week.

- Students have the academic right to drop a course up until the Friday of 10\textsuperscript{th} week before 5:00pm; they must do so on MyUCLA.
Three (3) M.S. Degree Options

1. Capstone – Courses

2. Capstone – Project

3. Thesis

All students “DEFAULT” to the Capstone – Courses Option
CAPSTONE - COURSES

- EE 297 – Seminar
- 9 Lecture Courses
  - At least 5 must be graduate courses from our department
  - 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 of our department’s graduate course will contain a question, set of questions, problem, project, or combination thereof designated by the instructor as the Capstone Score.

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

Average score is based on 5-9 EE graduate courses depending upon how many of our department’s courses you take.

You can monitor your scores by logging into your EEweb account.
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 capstone exam score. If you are having issues enrolling in the EE section you are advised to visit our office to discuss the matter.
CAPSTONE - PROJECT

- EE 297 – Seminar
- 8 Lecture Courses
  - At least 5 courses 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 courses 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 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 before 5:00 PM on the last day of the quarter. If these conditions are not met by the deadline, the student will receive a degree for the following quarter.
ECE DEPT PICNIC

FRIDAY, September 29, 2017
12:00 – 3:00 p.m.
Sunset Recreation Center
Upper Lawn
A Special thanks to all of our Sponsors!

- University Credit Union
- Yahoo!
- Google
- SPIE
- Texas Instruments
- Hollywood Wax Museum
- The Broad
- Intel
- Cadence
- Skirball Cultural Center
- Associated Students UCLA

It all comes back to you!
WELCOME TO UCLA!

Please join us in the TESLA room 53-125 for refreshments.