2017 Electrical and Computer Engineering PhD Graduate Student Orientation

Office of Graduate Student Affairs
(ECE OGSA)
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
WHO WE ARE

- Mona Jarrahi
  - Departmental Graduate Advisor

- Deeona Columbia
  - Manager

- Ryo Arreola
  - Graduate Student Affairs Officer

- Julio Vega
  - Admissions Coordinator
Title IX Compliance

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.
WHO YOU ARE

- **Number of Applications:** 1753
  - (1165 MS & 588 PhD)

- **Admission Offered:** 426 (24%)

- **Attending Fall 2017:** 252 (14%)

- **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
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 guarantee that you will be able to meet with our office at a time that works best 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
  - Complete a cubicle application: [http://www.ee.ucla.edu/forms-and-petitions/](http://www.ee.ucla.edu/forms-and-petitions/) and 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
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!!!**
All Ph.D. Students are STRONGLY advised to meet with Deeona to discuss options before seeking an advisor change!

**Beware:** Students receiving, requesting, or have previously received funding (TA, GSR, reader, etc) from a faculty member may encounter problems if an advisor change is requested.
Ph.D. PROGRAM TIME LIMIT

- The Ph.D. Program time limit is the amount of time by which a Ph.D. student must complete the requirements toward the Ph.D. degree.

- The time limit is five (5) years.

- The Ph.D. Program time limit starts after admission (for students who hold a M.S. degree upon admission), or after the completion of all requirements toward the M.S. (for students who do not hold a M.S. degree upon admission).
**ESLPE REMINDER**

- Required of all entering UCLA graduate students who were required to provide TOEFL for admission.
  - Effective Fall 2015:
    - Students with a score of 100 or above on the TOELF iBT or at least a 7.5 on the IELTS don’t need to take the ESLPE.
- Graduate students **must** satisfy their ESL requirements **within the first year of residency**.
- 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 an additional charge that is not part of tuition fees ($4,000 per course).

### 205A - Matrix Analysis for Scientists and Engineers

NOTE: To see all sections for this class, you must select: (1) a Lecture; (2) a Discussion.

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<th>Waitlist Status</th>
<th>Info</th>
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<th>Time</th>
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PREREQUISITE CHECKING

- 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 3.5 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.

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<td>U</td>
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</table>
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 3.5 threshold.

- What happens if your GPA falls below the 3.5 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.
  - You will NOT be eligible to participate in the PhD Preliminary Examination
DEFINITIONS

- **Program of Study (POS)** – A form that lists all courses that you have taken or plan to count towards your 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 approved, 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)** –
  - **PhD** – Your status once you have successfully completed your Oral Qualifying Examination (prospectus).
DEFINITIONS

- **Curricular Practical Training (CPT)**—A work authorization program that allows F-1 students to engage in an off-campus academic internship that is required or that is an integral part of your academic curriculum.

- **Optional Practical Training (OPT)** — A post-completion work authorization program granted by U.S. Citizenship and Immigration Services (USCIS) for you to gain practical experience in your field of study upon completion of a degree program.

_ECE OGSA will host a workshop in Winter or Spring Quarter_
**DEFINITIONS**

- **Teaching Assistant** – A paid, academic title, position to teach and grade papers for undergraduate courses.
  
  - Application open ONCE a year (typically in May).
  - All International Students must take the Test of Oral Proficiency (TOP) exam in order to be eligible to teach.
  - International students who obtained a BS degree from an American institution are not required to take TOP.

*We email information about TA applications in March, April or May! STRICT deadline!*
Upper-Division undergraduate courses are numbered 100-199.

Undergraduate courses may NOT be counted towards the PhD degree, however, you may take or audit a course as a refresher.

Student may NOT have previously taken the course (or an equivalent). ((Student honor system – academic dishonesty may result in dismissal from the program.))

Course not approved toward PhD degree until our office has approved of it on a 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 ECE Department **REQUIRES** all students be enrolled in 12 units each quarter.

- 12 units are also **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.
- Students who are unable to meet the 12-unit requirement or have additional questions are encouraged to speak with our office.

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

- Failure to have at least 8 units will result in serious visa problems for international students.
Letter Grade (LG) or Satisfactory/Unsatisfactory (S/U)

All lecture courses MUST be taken for a letter grade.

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)
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

1. Visit the Registrar’s Office website.
2. Click Schedule of Classes.
3. 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

- 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.
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, 2nd Week vs. 10th Week

- Students who adjust enrollment after 2nd 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 4th week.

- Students have the academic right to drop a course up until the Friday of 10th week before 5:00pm; they must do so on MyUCLA.
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. May only miss one seminar and still receive a passing grade. 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.”
Ph.D. COURSE REQUIREMENTS

- Four (4) Formal Graduate Courses
  - A formal graduate course is a 200-level lecture course that is 4 units
  - You should discuss your course selection with your advisor

- One (1) graduate seminar course (EE 297)

- One (1) technical communication course (such as EE 295)
  - EE 295 has limited enrollment – you must read your email and follow instructions in order to gain enrollment for this course. Offered in Winter and Spring quarters.
STEPS FOR COMPLETION OF PhD REQUIREMENTS

- Submit a PhD Program of Study
- Take and pass the PhD Preliminary Examination
  - PhD Preliminary Exam Information Meeting (typically in mid-Fall quarter)
  - Generally the second week of winter quarter
- Complete all coursework
- Nominate Doctoral Committee
  - (one page abstract with nomination form)
  - Prepare and distribute prospectus
- Take and pass the Oral Qualifying Examination (Quals/Prospectus)
- Attend Thesis & Dissertation Meeting
- Read Policies & Procedures for Thesis & Dissertation Preparation & Filing
- Take and pass your Final Oral Examination (PhD Defense)
- File Dissertation
All course requirements and the PhD Preliminary Examination must be completed within two (2) academic years of beginning completing PhD Program requirements.

PhD Preliminary Exam Information Meeting in Fall Quarter
- Date/Time/Location (TBD)
After you have passed your Preliminary Exam and completed all course requirements, you must prepare for your Oral Qualifying Examination (Quals)

- One month prior to scheduling your Quals, you must nominate a doctoral committee and attach an Abstract of your prospectus.

- The committee must consist of at least four (4) faculty.

- You may have more than 4 members, but you increase the difficulty of scheduling your Quals & Final as well as trying to gain all necessary signatures.

- You must distribute a prospectus to your committee two (2) weeks prior to the scheduled exam.
QUALIFYING EXAM

REQUIREMENTS:

- Must have been REGISTERED and enrolled at least 4 quarters in the program (3 of which must be consecutive)
- All coursework must be complete.
- Must take within first three (3) years of beginning the Ph.D. program requirements.
- You must be registered and enrolled during the quarter you plan to take the Quals.
QUALIFYING EXAM CONT.

- You must have completed all course requirements with a minimum GPA of 3.5 in the Ph.D. program

- You must have a current, approved Program of Study (POS) on file with the ECE Office of Student Affairs

- You must follow the ECE department procedure to schedule your room for your Quals. and to notify the Office of Student Affairs of the date, time, and location

YOU SHOULD RESERVE YOUR ROOM AND NOTIFY OUR OFFICE AT LEAST THREE WEEKS IN ADVANCE!!
Once you pass your Quals, Non-Resident Tuition (NRT) is waived for 9 quarters (if applicable)

From that point, you have 3 years to write and file your Dissertation -- (depending on your timing. . .5 years to complete the degree requirements)
DEFENSE AND FILING

- We encourage all Ph.D. students to attend a Thesis & Dissertation Meeting
  - Held each quarter
  - We will send an email announcing the meetings

- When you are ready to take your Final Oral Examination (defend your dissertation), you will review and follow the procedure outlined by the ECE department.

- Pay attention to filing deadlines!!
ECE DEPT PICNIC

FRIDAY, September 29, 2017
12:00 – 3:00 p.m.
Sunset Recreation Center
Upper Lawn

WEAR YOUR ECE SHIRTS
A Special thanks to all of our Sponsors!

Koala T Café

UNIVERSITY CREDIT UNION

Yahoo!

Google

SPIE.

Texas Instruments

Hollywood Wax Museum

THE BROAD

Intel

UCLA Athletics

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.