2015 Electrical Engineering New Ph.D. Graduate Student Orientation*

*(For students who hold a Master of Science)

Office of Graduate Student Affairs

(EE OGSA)

WHO WE ARE

- **Mona Jarrahi**
  - Departmental Graduate Advisor

- **Deeona Columbia**
  - Manager

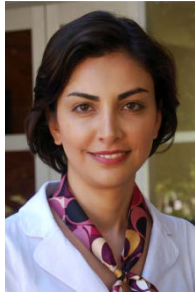- **Ryo Arreola**
  - Graduate Student Affairs Officer

DEPARTMENTAL ORGANIZATION

Greg Pottie
Chairman

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

C&ES

Prof. Benjamin Williams
Physical and Wave Electronics

P&WE

Prof. Izhak Rubin
Signals and Systems

S&S

WHO YOU ARE

▸ **Number of Applications:** 1790
  ◦ (1212 MS & 578 PhD)

▸ **Admission Offered:** 470 (26%)

▸ **New Students Attending Fall 2015:** 249 (14%)

▸ **Countries Represented by Incoming Class:** 19
  ◦ Bangladesh, Brazil, Canada, China, Egypt, Gabon, India, Iran, Lebanon, Malaysia, New Zealand, Pakistan, Singapore, South Korea, Sri Lanka, Taiwan, Thailand, Turkey, & United States of America

FINAL TRANSCRIPTS REMINDER

- 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 one-by-one.
- The Graduate Division will place holds on student records missing final transcripts.
- Deadline for final transcripts is:
  - **October 1, 2015**.
  - *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!

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
OR
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 <u>ALSO</u> notify the EE Student Payroll Office if your contact information changes. *(Unfortunately, your records on MyUCLA do not "communicate" to the payroll system.)*

DEADLINES
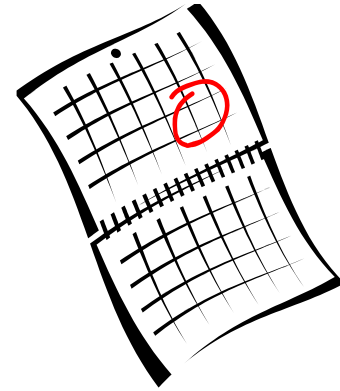
- You must know and meet deadlines!

- 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
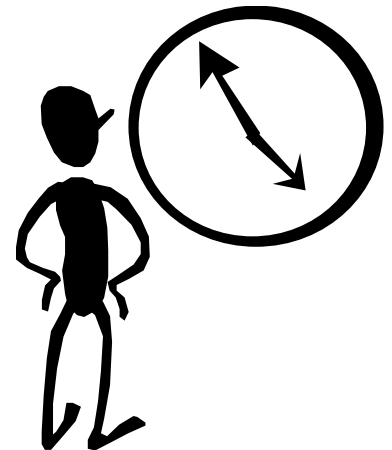
HOW TO MAKE AN OGSA APPOINTMENT

▸ 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
     • At least 2 date/times preferred for appointment

▸ 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
  ◦ 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 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!

CALIFORNIA RESIDENCY

- Any student planning to enroll with UCLA for more than one year is encouraged to review the requirements for becoming a California Resident.

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

PAY SPECIAL ATTENTION TO DEADLINES!!!

Home, Sweet Home

ADVISOR ASSIGNMENTS

- 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 did 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.

- 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.

YOU MUST TAKE THESE COURSES TO GRADUATE!!

SECTION 80 COURSES

▸ Section 80 courses are for the MS Online Program. You **CANNOT** take these courses!

Fall 2013

ELECTRICAL ENGINEERING

A per-unit Instructional Enhancement Fee is assessed on HSSEAS undergraduate nontutorial classes and HSSEAS graduate nontutorial classes taught concurrently with undergraduate classes. See the Miscellaneous Fee Chart at http://www.registrar.ucla.edu/fees/ for fee amounts. Students who enroll in upper division HSSEAS courses without completing the requisites are subject to disenrollment after the second class meeting. If necessary, consult an HSSEAS counselor in 6426 Boelter Hall.

EL ENGR 212A THRY&DSGN DGTL FILT

Catalog   Definitions

LEC 1   PAMARTI, S.

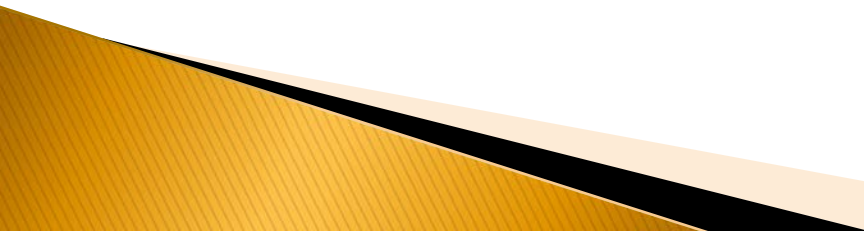Course Webpage   Library Reserves   Textbooks

ID Number	Type	Sec	Days	Start	Stop	Building	Room	Res't	#En	EnCp	#WL	WLCp	Status
594035200	LEC	1	MW	2:00P	3:50P	BOELTER	8500	Yes	45	45	5	5	Closed

LEC 80   PAMARTI, S.

Course Webpage   Library Reserves   Textbooks

ID Number	Type	Sec	Days	Start	Stop	Building	Room	Res't	#En	EnCp	#WL	WLCp	Status
594035280	LEC	80	VAR			ONLINE		Yes	5	35	0	0	Open

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 3.0 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 used and considered at various times. The only one listed on your transcript is your overall (cumulative) GPA.

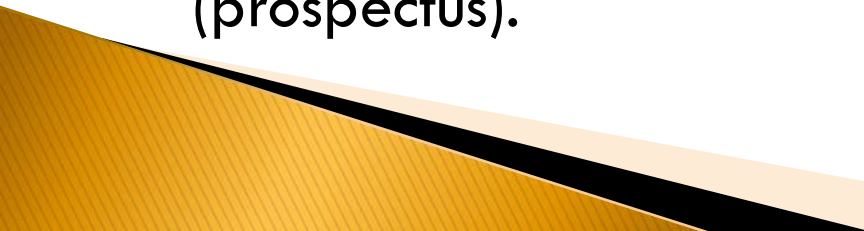|	
A+ 4.0	C 2.0
A 4.0	C– 1.7
A– 3.7	D+ 1.3
B+ 3.3	D 1.0
B 3.0	D– 0.7
B– 2.7	F 0.0
C+ 2.3	U 0.0

GPA REQUIREMENT

- What happens if you obtain a B- or a C in a course? Do you have to re-take it?
  - B- or C grades 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 your GPA up. 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 while completing MS degree requirements!**

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 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)** – Your status once you have successfully completed your Oral Qualifying Exam (prospectus).

DEFINITIONS

- **Leave of Absence (LOA) –** Allowed for
  - Medical
  - Emergency
  - Family Obligations, Financial, or Parental Leave *(not valid for students on F or J visas unless leaving the U.S.)*
  - Military orders

- **Registration In-Absentia** – For students who are a full-time, regularly enrolled and registered student who has an academic need to conduct research **outside the state of California** for a period of up to one academic year. *Fee reduction*

- **Filing Fee**– Can be used in lieu of registering for MS students on the Project or Thesis option, and for PhD students only. Intended for students who have completed all coursework, have advanced to candidacy, and are in the final stages of writing their dissertation, thesis or project. **May not be used if MS continuing in the PhD program** or for MS students following the Courses option. *Fee reduction*

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.

- **Optical 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.

EE OGSA will host a workshop in Winter or Spring Quarter

DEFINITIONS

- **Graduate Student Researcher (GSR) –** A paid, academic title, position to do research for a faculty member within a lab.

- **Reader–** A paid, academic title, position to assist with reading and grading papers and exams under the guidance and supervision of faculty members. Must have previously taken the course (or an equivalent course) and made a B or better.

- **Special Reader–** A paid, academic title, position to assist with reading and grading papers and exams under the guidance and supervision of faculty members. Must have completed 3 quarters of graduate course work at UCLA and be in good academic standing; earned an "A-" or better in the course to which he/she will be assigned, or an equivalent course. The EE Department typically reserves this title for limited graduate courses.

DEFINITIONS

- **Teaching Assistant, Associate or Fellow** – A paid, academic title, position to teach and grade papers for undergraduate courses.

  - Application available 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.

  - **Assistant** – No prior experience necessary
  - **Associate** – Requires 36 units of graduate coursework and 1 year of teaching experience
  - **Fellow** – Requires Advancement to Doctoral Candidacy (ATC) & 2 years of teaching experience

We email login information about TA applications near the end of Winter Quarter! STRICT deadline!

DROP DEADLINE, 4th Week vs.10th Week

- 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

- 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

- You are highly discouraged to drop a course after 4th week

UNDERGRADUATE COURSE ENROLLMENT

- Upper-Division undergraduate courses are numbered 100-199.

- **NO undergraduate courses can be counted towards PhD degree!!**

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 only 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.

Courses Required for PhD

- 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*

REQUIRED COURSE LOAD

▶ The EE Department STRONGLY prefers all students be enrolled in 12 units each quarter.

  ◦ 12 units are <u>required</u> 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 less 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.

RESEARCH MEETING UNITS

▸ 296 – Seminar: Research Topics in Electrical Engineering

- **ALL PHD students are required** to enroll in 2 units each quarter.

- Required of students who attend an advisor's research group meetings.

- If you attend more than one faculty member's research group meetings you may enroll in multiple sections of this course.

- Registration is listed by advisor.

- Courses are listed within the regular selection of courses .

(i.e. , not in the individual studies section)

INDIVIDUAL STUDIES COURSES

www.registrar.ucla.edu

After consultation with your advisor, you may use individual studies courses to fulfill the 12 unit enrollment requirement.

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

INDIVIDUAL STUDIES COURSES

Schedule of Classes

Individual Studies

Graduate Individual Studies Classes

Term

Spring 2013
Summer 2013
Fall 2013

Subject Area

Economics
Education
Electrical Engineering
Engineering
English
English as a Second Language
English Composition

Get Classes

▸ 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!

JCLA
REGISTRAR'S OFFICE
A Department of Student Affairs

Current Students   Prospective Students   Faculty & Staff   Alumni

Site Map

Schedule of Classes
General Catalog
Course Descriptions

Fees
Forms
Archives

FAQ
Calendars
Technology Services

Schedule of Classes

Fall 2013

ELECTRICAL ENGINEERING

EL ENGR 596 DIRECTED INDIV STDY

Dept. URL   Catalog   Library Reserves   Textbooks

ID Number	Section	Instructor
594960201	1	ABIDI, A.A.
594960202	2	ALWAN, A.A.
594960203	3	BALAKRISHNAN, A.V.
594960204	4	CABRIC, D.
594960205	5	CANDLER, R.N.
594960206	6	CHANG, M.F.
594960207	7	CHUI, C.O.
594960208	8	CONG, J.J.
594960209	9	DANESHRAD, B.
594960210	10	DIGGAVI, S.N.
594960211	11	DOLECEK, L.
594960212	12	FRAGOULI, C.P.

INDIVIDUAL STUDIES COURSES

EL ENGR 597A PREP-MS COMPR EXAM

Dept. URL	Catalog	Library Reserves	Textbooks
ID Number	**Section**	**Instructor**	
594970201	1	ABIDI, A.A.	
594970202	2	ALWAN, A.A.	
594970203	3	BALAKRISHNAN, A.V.	
594970204	4	CABRIC, D.	
594970205	5	CANDLER, R.N.	
594970206	6	CHANG, M.F.	
594970207	7	CHUI, C.O.	
594970208	8	CONG, J.J.	
594970209	9	DANESHRAD, B.	
594970210	10	DIGGAVI, S.N.	
594970211	11	DOLECEK, L.	
594970212	12	FRAGOULI, C.P.	
594970213	13	GRUNDFEST, W.	
594970214	14	GUPTA, P.	
594970215	15	HE, L.	
594970216	16	HUFFAKER, D.L.	
594970217	17	ITOH, T.	
594970218	18	JALALI, B.	
594970219	19	JOSHI, C.J.	
594970220	20	KAISER, W.J.	
594970221	21	LAUB, A.J.	
594970222	22	LIU, J.M.	
594970223	23	MARKOVIC, D.	
594970224	24	MORI, W.B.	
594970225	25	OZCAN, A.	
594970226	26	PAMARTI, S.	
594970227	27	POTTIE, G.J.	
594970228	28	RAHMAT-SAMII, Y.	
594970229	29	RAZAVI, B.	
594970230	30	ROYCHOWDHURY, V.P.	
594970231	31	RUBIN, I.	
594970232	32	SARRAFZADEH, M.	
594970233	33	SAYED, A.H.	
594970234	34	SRIVASTAVA, M.B.	
594970235	35	STAFSUDD, O.M.	
594970236	36	STREIT, D.C.	
594970237	37	TABUADA, P.	
594970238	38	VAN DER SCHAAR, M.	
594970239	39	VANDENBERGHE, L.	

- **597A**
  - For students who do not hold a MS degree and who plan to follow the Comprehensive Exam option (Courses or Project)
  - Enroll in the section for your advisor
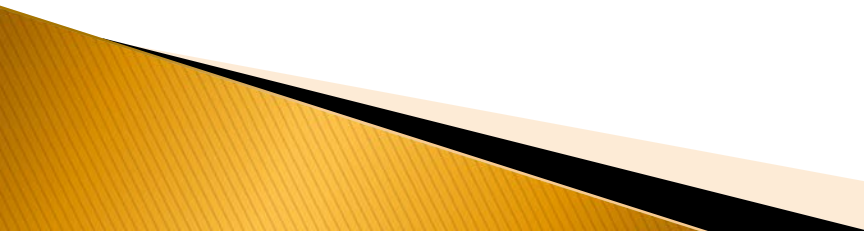
- **598**
  - For students who do not hold a MS degree and who have an advisor who has approved a Program of Study that indicates Thesis option
  - Enroll in the section for your advisor

- **597B**
  - For students who already have a MS degree who are preparing for the Preliminary Exam
  - Enroll in the section for your advisor

INDIVIDUAL STUDIES COURSES

- Extremely important that you enroll in the section under your advisor for 500-level courses and/or 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.

SEMINAR

▸ 297 – Seminar: Research Topics in Electrical Engineering

◦ Required for each graduate degree received with the UCLA E.E. 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 in order to receive a passing grade.

◦ See poster (by elevators) each quarter to determine the "*common theme.*"

Steps for completion of PhD requirements

▸ Submit a PhD Program of Study

▸ Take and pass the PhD Preliminary Exam
   ◦ PhD Preliminary Exam Information Meeting (typically in mid-Fall quarter)
   ◦ Generally the third 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)

▸ Attend Thesis & Dissertation Meeting

▸ Read *Policies & Procedures for Thesis & Dissertation Preparation & Filing*

▸ Take and pass your Final Oral Examination (PhD Defense)

▸ File Dissertation

PRELIMINARY EXAM

- All course requirements and the Ph.D. Preliminary Examination must be completed within two (2) academic years from admission into the Ph.D. program

- PhD Preliminary Exam Information Meeting in Fall Quarter
  - Date/Time/Location (TBD)

QUALIFYING EXAM

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:
  - Three (3) from the Electrical Engineering Department
  - One (1) from another department

- 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.

GDNET.UCLA.EDU

- https://grad.ucla.edu/campus-resources/forms/#doctoralForms
  - N = Nomination of Doctoral Committee
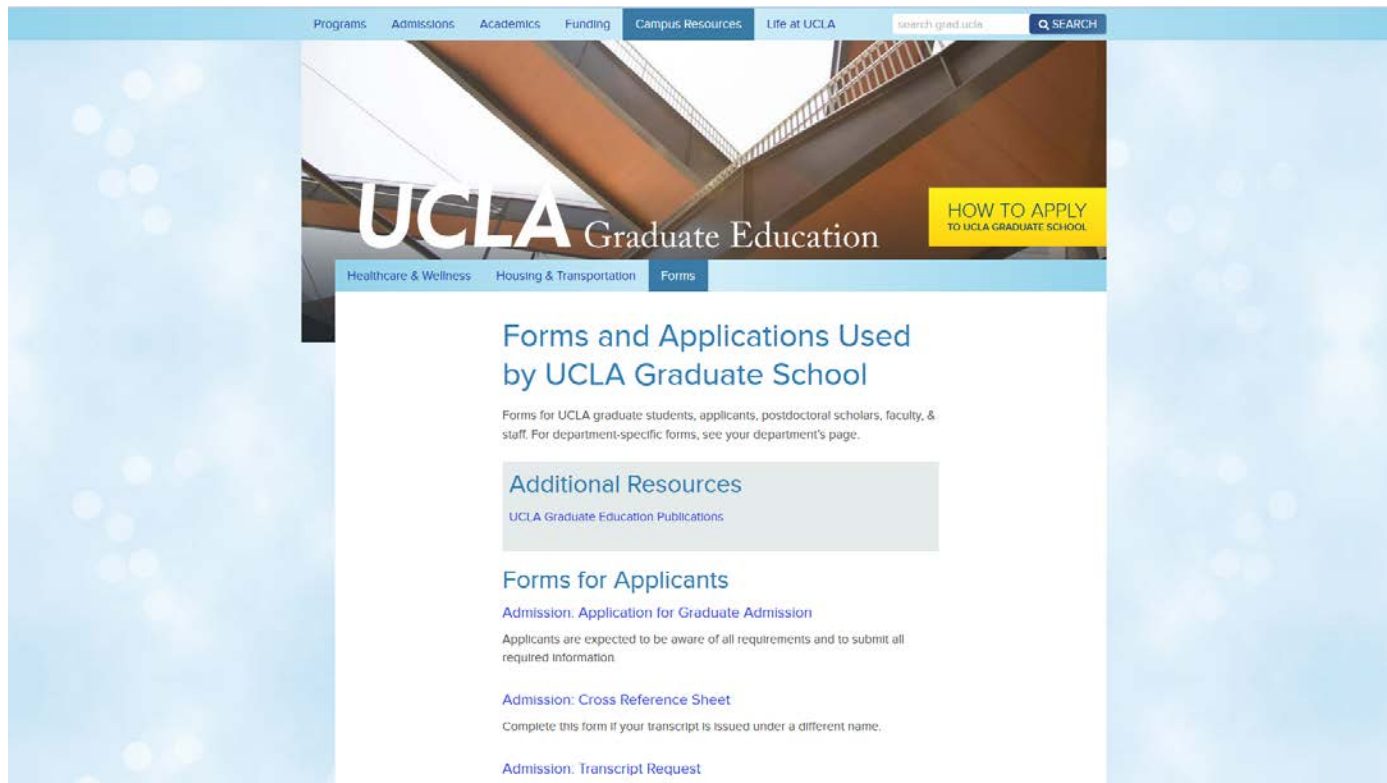
QUALIFYING EXAM

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 years of completing 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 EE Office of Student Affairs

‣ You must follow the procedure outlined on the EE Department website 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!!

QUALIFYING EXAM CONT.

▸ Once you pass your Quals, Non-Resident Tuition (NRT) is waived for 9 quarters (if applicable)

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

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 on the EE Department website

- Pay attention to **filing deadlines**!!

- Our office holds a graduation workshop at least once year – when you are close to graduation – We strongly encourage you to attend!

EE WEB (http://eeweb.ee.ucla.edu/)

This is where you LOG-IN

▸ Must have a BOL account AND be enrolled in or have taken EE courses to have access EE Web

EE WEB

This shows your progress in your PhD degree