

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

***(For students who do not yet hold a Master of Science)**

**Office of Graduate Student Affairs
(EE OGSA)**

WHO WE ARE

- ▶ **Mona Jarrahi**

- Departmental Graduate Advisor

- ▶ **Deeona Columbia**

- Manager

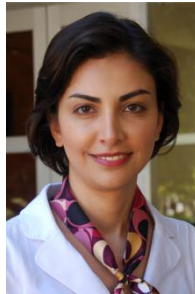
- ▶ **Ryo Arreola**

- Graduate Student Affairs Officer

DEPARTMENTAL ORGANIZATION



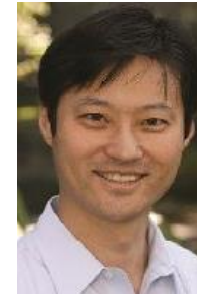
Greg Pottie
Chairman



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%)**
 - ▶ **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 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:
 - **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



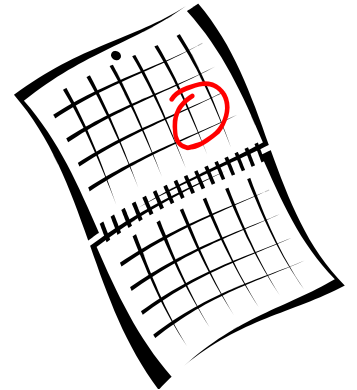
CONTACT INFORMATION

▶ **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 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

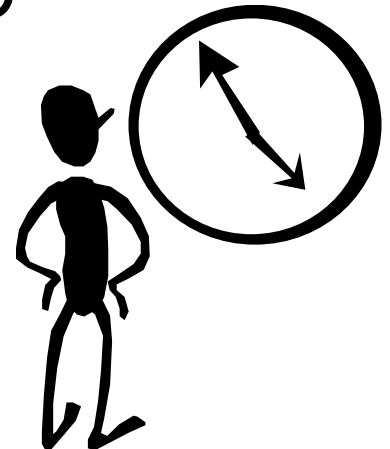
- ▶ You must know and meet deadlines!
- ▶ Our office does not tolerate failure to meet deadlines.
- ▶ Add dates and alerts to your phone, email, on your calendar – whatever works! Just meet the deadlines!
- ▶ Failure to meet deadlines could result in additional fees, failure to graduate on time, and 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
 - 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!!!**

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 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.
- ▶ 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. 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 taken into considered, however, 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 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 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.
- 

DEFINITIONS

► Advancement to Candidacy (ATC) –

- **MS** – An 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 or in progress, and a completed MS ATC form are due by the second week of the quarter that a student plans to graduate. The form can be found here:

<https://grad.ucla.edu/gasaa/library/maatc.pdf>

- **PhD** – Your status once you have successfully completed your Oral Qualifying Examination (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**

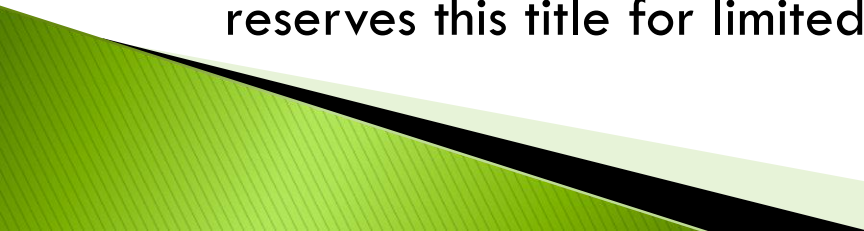
- ▶ **Filing Fee**– Can be used in lieu of registering for MS students on the Project or Thesis option, and for PhD students only. Intended for students who have completed all coursework, have advanced to candidacy, and are in the final stages of writing their dissertation, thesis or project. May not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

- ▶ **Teaching Assistant, Associate or Fellow** – 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.
- **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 information about TA applications in March, April or May! STRICT deadline!

UNDERGRADUATE COURSE ENROLLMENT


- ▶ Upper-Division undergraduate courses are numbered 100-199.
- ▶ Up to **ONE** undergraduate course **MAY** be counted towards the MS degree requirements.
- ▶ **NO undergraduate courses can be counted towards PhD degree!!**
- ▶ 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.

REQUIRED COURSE LOAD

- ▶ 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 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.
 - 8 units are the minimum number of units required to be full-time student.
- 

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 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)

INDIVIDUAL STUDIES COURSES

www.registrar.ucla.edu

UCLA 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

Select Classes

Term: Tentative Spring 2014
Tentative Winter 2014
Fall 2013
Summer 2013
Spring 2013
Winter 2013

Subject Area: Aerospace Studies
African Languages
African Studies
Afrikaans
Afro-American Studies
American Indian Studies
American Sign Language

Looking for...?

- Individual Studies Classes
- First-Lux Freshman Seminars
- USIE Seminars (Undergraduate Student Initiated Education)

What's New**
Academic Counseling
Academic Policies
Billing
Calendars
Civic Engagement
Class Listings Information
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Student Services
URSA
Writing II Courses

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Complete Schedule Contents
FALL 2013 SCHEDULE OF CLASSES PDF
CAMPUS MAP
Search for

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

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

Site Map

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General Catalog
Course Descriptions

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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	DANESHRAH, B.	
594960210	10	DIGGAVI, S.N.	
594960211	11	DOLECEK, L.	
594960212	12	FRAGOIII, 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	DANESHRAH, 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	VANDEBERGHE, J.	


► 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

- ▶ 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.
- 

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, 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 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>

M.S. 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**




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)
- 

COMPREHENSIVE EXAM - COURSES

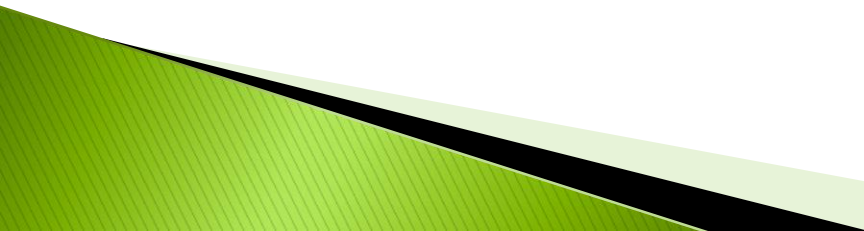
- ▶ Each EE graduate course will contain a question, set of questions, problem, project, or combination thereof designated by the instructor as the Comprehensive Examination (CE) Score.
 - ▶ Students must maintain a minimum 3.0 average on the CE Scores.
 - ▶ Average score is based on 5-9 EE graduate 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 courses 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.


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 and still receive a passing grade.
 - 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*
- 

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 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 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)

QUALIFYING EXAM

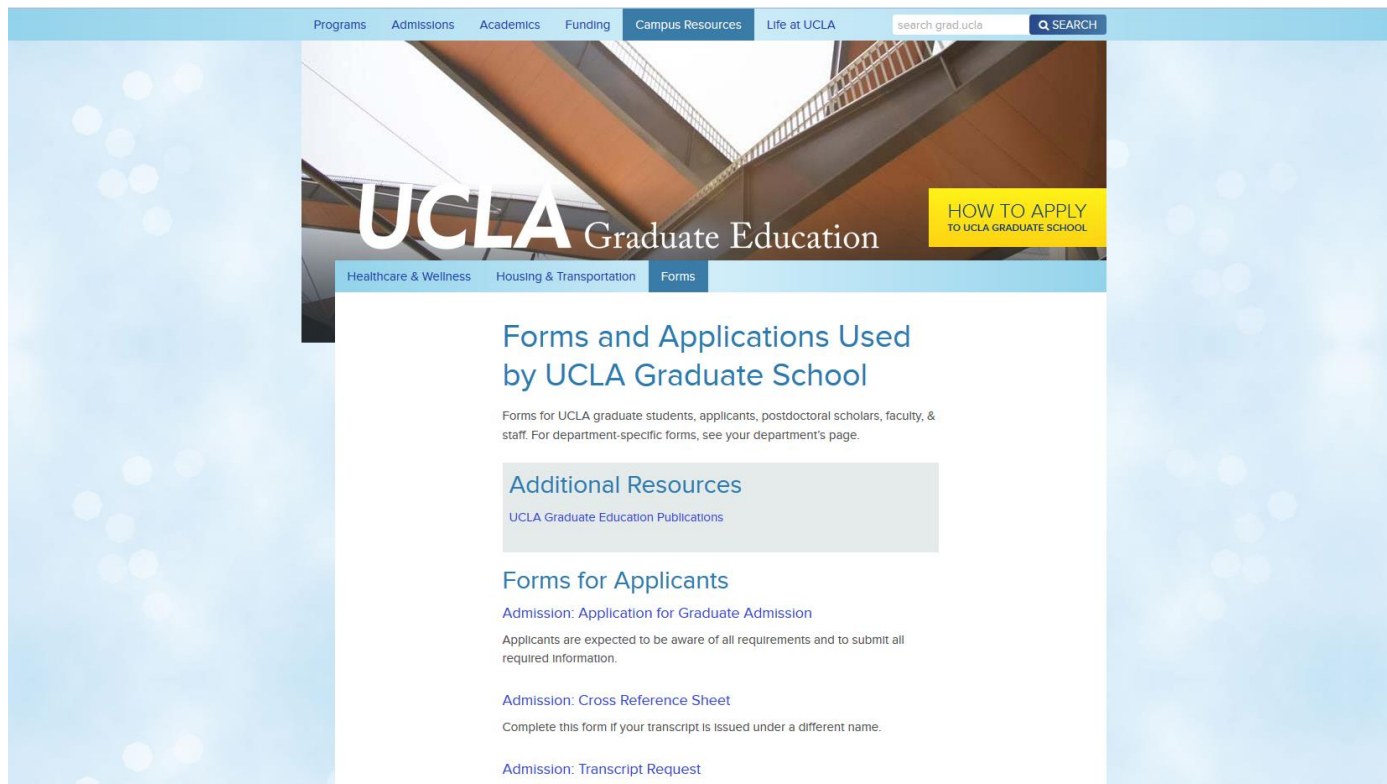
Don't forget –
prospectus is
required before
Quals!

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 (3) 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 -<https://eeweb.ee.ucla.edu>

University of California, Los Angeles | Henry Samueli School of Engineering and Applied Science

UCLA
Electrical Engineering Department

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Accreditation
Contribution of Courses to Program Outcomes
Undergraduate Course Objective Forms
Graduate Course Description Forms
EEweb Guide for Instructors and TAs
OASA Tutoring
About EEweb
EEweb Video

Welcome to EEweb, The Electrical Engineering Online Management System
EEweb is a highly dynamic and sophisticated online interface that serves the UCLA Electrical Engineering Department on multiple levels.
EEweb provides students, teaching assistants, and instructors with an easy and uniform access to course material and to online instruction tools.
EEweb has been designed to keep instructors and the department appraised of student performance and course performance. The interface also keeps track of accreditation requirements and is one of the tools used by the department to collect data for accreditation purposes.
EEweb is not your traditional course management system. It helps automate several important department functions including recruitment tasks, TA tasks, examination functions, assessment functions, and graduate admissions tasks.

Online Applications
Faculty Openings
Post-doc Openings
TA Application
PhD Prelim Exam Application
Surveys
Senior Exit Survey
Graduate Exit Survey
Alumni Survey

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



UCLA

Electrical Engineering Department



Sep 23, 2014

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UCLA Electrical Engineering Department (Fall 2014)

Welcome | **JOE BRUIN**

EEweb Announcements

No announcements



You are a PHD student being advised by Dr. WANG, K..
Your cumulative GPA is 3.867.
Your status is: Registered
Your progress-to-degree is:

M.S.

Quarter Admitted	F09
Program of Study (Approved)	01/05/2011
ATC Form (Submitted)	11/07/2011
ATC Form (Approved)	11/16/2011
Thesis Committee (Nomination)	
Comprehensive Exam Average	
Application to Continue to PhD	06/07/2011
Expected Graduate By	SP11
Graduation Date	12/09/2011

Ph.D.

Quarter Admitted	W12
Program of Study (Approved)	01/04/2012
Preliminary Exam	04/09/2011 Passed
Committee (Nominated)	
Committee (Approved)	
Qualifying Exam	03/09/2012 Passed
Final Defense	
Expected Qtr of Graduation	F20116
All Requirements Completed	
Graduation Date	

Courses This Quarter

This shows your progress in
completing both your MS
and PhD requirements.

The End