2015 Electrical Engineering New M.S. Graduate Student Orientation

Office of Graduate Student Affairs

(EE OGSA)

WHO WE ARE

- **Mona Jarrahi**
  - Departmental Graduate Advisor
- **Deeona Columbia**
  - Manager
- **Ryo Arreola**
  - Graduate Student Affairs Officer

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**
- **<u>is NOT</u> an excuse!!!!**

Email may come from
deeona@seas.ucla.edu
ryo@seas.ucla.edu
OR
eerequest@seas.ucla.edu
ee_TA@seas.ucla.edu

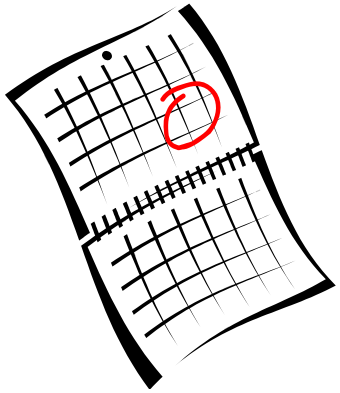
CONTACT INFORMATION

- **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

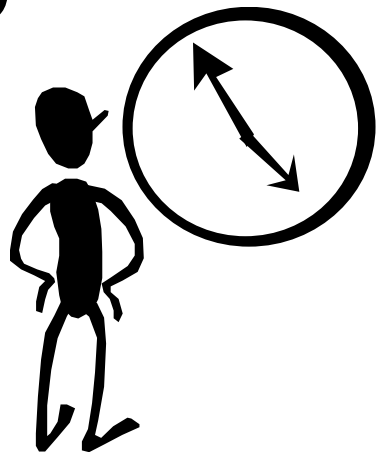
- You must know and meet deadlines!
- Our office does not tolerate failure to meet deadlines.
- Add dates and alerts to your phone, email, on your calendar – whatever works! Just meet the deadlines!
- Failure to meet deadlines could result in additional fees, failure to graduate on time, and even dismissal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

- Students are admitted and assigned an academic advisor at the time of admission.
- Students may change their advisor (WITHIN THEIR SAME AREA) by completing the EE Dept. Change of Advisor Request form.
- Students who wish to change their advisor assume all responsibility for locating a faculty member who agrees to be the new advisor.

ADVISOR ASSIGNMENTS

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

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

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 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) –** 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. The form can be found here:

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

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.

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.
- 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 <u>must</u> be taken for a S/U basis (e.g., EE 295, EE 296, EE 297, EE 299 EE 596, EE 597A, EE 597B, EE 597C, EE 598, and EE 599)

SEMINAR

- 297 – Seminar: Research Topics in Electrical Engineering
  - **Required for each graduate degree** received with the UCLA E.E. Department.
  - Offered each quarter.
  - 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*."

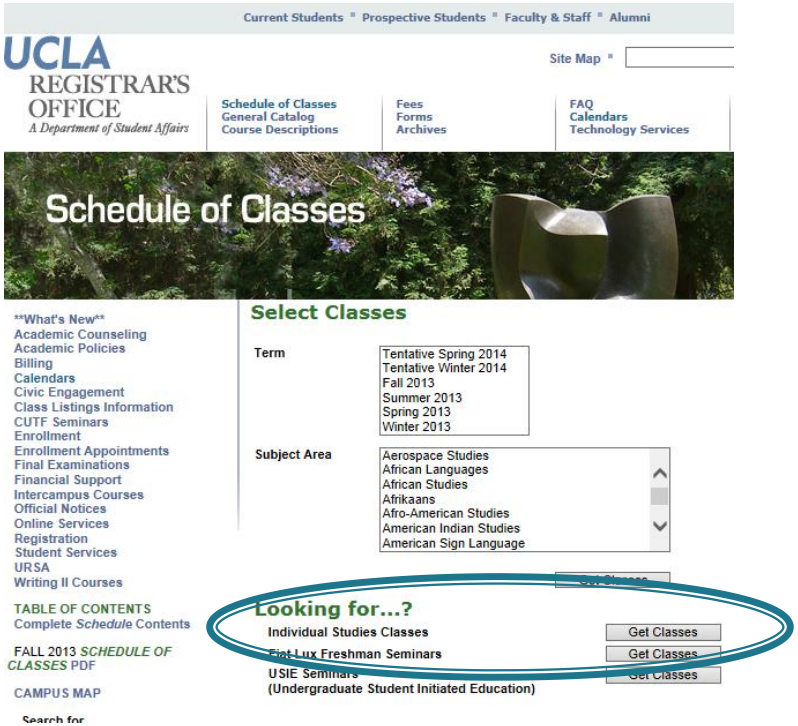
RESEARCH MEETING UNITS

- 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)

INDIVIDUAL STUDIES COURSES

www.registrar.ucla.edu

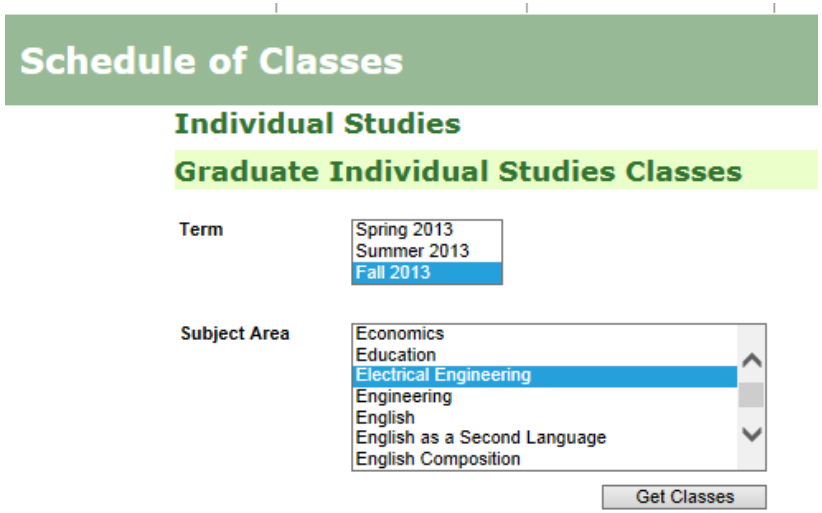


To satisfy your enrollment requirements, you may enroll in variable units of individual studies courses.

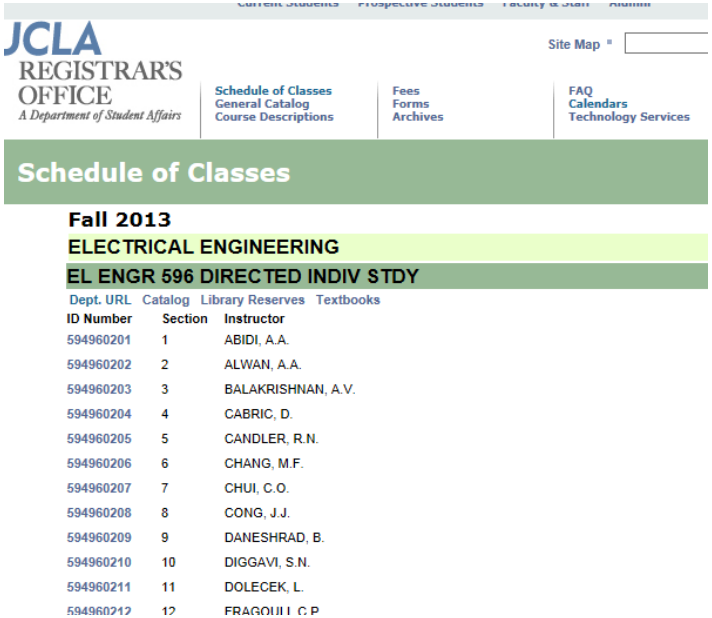
The easiest way to find the list of Individual Studies Courses is to

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

INDIVIDUAL STUDIES COURSES



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



Scroll down for the course you are looking for!

INDIVIDUAL STUDIES COURSES

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.

- 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.

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

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 offered by multiple departments.
  - Students from these departments may have these courses count toward their degree. Cross-listed courses have the letter "M" before the course number (e.g., EE M255).
  - Students on the courses option MUST enroll in the EE section of the course to receive a comprehensive exam score. If you are having issues enrolling in the EE section you are advised to visit our office to discuss the matter.

COMPREHENSIVE EXAM - PROJECT

- EE 297 – Seminar

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

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

THESIS

- EE 297 – Seminar

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

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

THESIS

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

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

EE WEB -https://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 MS Program (and PhD if you continue).

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

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

UCLA
Electrical Engineering
Department

Sep 23, 2014

:: Home :: Faculty :: Research :: Graduate Courses :: Undergraduate Courses :: Undergraduate Research

[Update Email] [Logout]

UCLA Electrical Engineering Department (Fall 2014)

Welcome | JOE BRUIN

EEweb Annoucements

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.		**Ph.D.**	
Quarter Admitted	F09	Quarter Admitted	W12
Program of Study (Approved)	01/05/2011	Program of Study (Approved)	01/04/2012
ATC Form (Submitted)	11/07/2011	Preliminary Exam	04/09/2011 Passed
ATC Form (Approved)	11/16/2011	Committee (Nominated)	
Thesis Committee (Nomination)		Committee (Approved)	
Comprehensive Exam Average		Qualifying Exam	03/09/2012 Passed
Application to Continue to PhD	06/07/2011	Final Defense	
Expected Graduate By	SP11	Expected Qtr of Graduation	F20116
Graduation Date	12/09/2011	All Requirements Completed	
		Graduation Date	

Courses This Quarter

The End