



**Welcome to the
Samueli School of Engineering**

**Department of Electrical Engineering
and Computer Science**

New Graduate Student Orientation
September 2024

Agenda

- Department Introductions
- PhD Employment Information
- SSoE Graduate Professional Studies
- Roadmap to PhD Degree
- New Student Resources
- GEECS Presentation
- Questions & Answers
- Lunch

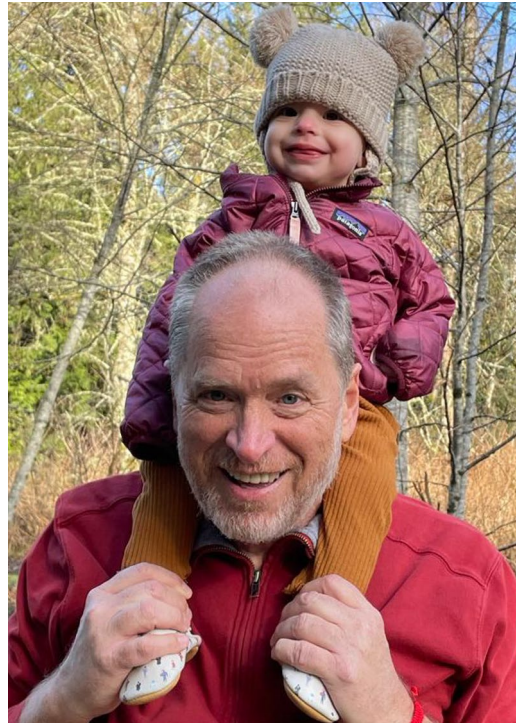
SSoE Dean

Magnus Egerstedt



EECS Department Chair

Professor Lee Swindlehurst



and granddaughter -

Graduate Advisors

- [Prof Aparna Chandramowlishwaran](#)

Graduate Advisor – PhD Programs



- [Prof Syed Jafar](#)

Graduate Advisor - MS Programs



EECS Chief Administrative Officer

[Beverly Randez, CAO](#)



Admissions and Student Affairs

[Stephany Monterroso](#)

M.S. Graduate Coordinator



- M.S. academic student questions

[Marisa Mendoza](#)

Ph.D. Graduate Coordinator



- Ph.D. academic student questions

Undergraduate and Office Personnel

[Pauline Eatherly](#)
Undergraduate Program
Coordinator



- Undergraduate and Curriculum Questions

[Jasmine Garcia](#)
Business Office Analyst



- General Office Questions

Laboratory Personnel

[Shawn Davis](#)
Laboratory Manager



- Laboratory Questions

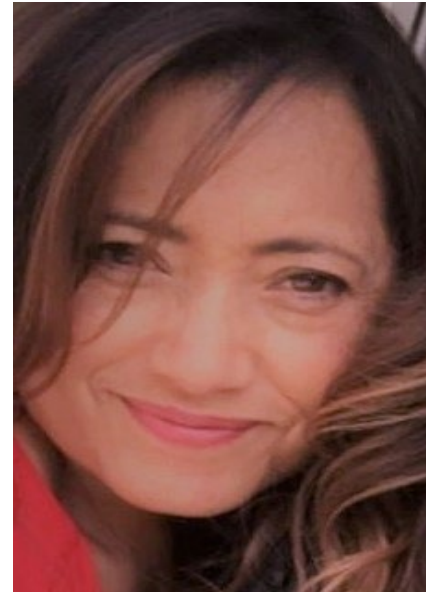
Academic Personnel and Payroll

[Ashley Morales](#)
Payroll/Personnel
Analyst



- Employment and Payroll Questions

[Elvia \(Vivi\) Salas](#)
Academic Personnel
Coordinator



- Faculty/Academic Personnel

EECS Department

- Lee Swindlehurst
Chair
swindle@uci.edu
- Aparna Chandramowlishwaran
Graduate Advisor – PhD Programs
amowli@uci.edu
- Syed Jafar
Graduate Advisor – MS Programs
syed@uci.edu
- Beverly Randez
Chief Administrative Officer
brandez@uci.edu
- Stephany Monterroso
M.S. Graduate Coordinator
s.monterroso@uci.edu
- Marisa Mendoza
Ph.D. Graduate Coordinator
marisbm1@uci.edu
- Ashley Morales
Payroll/Personnel Analyst
morale22@uci.edu
- Elvia Salas
AP Coordinator
salase@uci.edu
- Pauline Eatherly
Undergraduate Program Coordinator
peatherl@uci.edu
- Jasmine Garcia
Business Office Analyst
jogarci1@uci.edu
- Shawn Davis
Laboratory Manager
shawnd3@uci.edu

Student Employment & Related Topics

GSRs, TAs & Readers

- Graduate students may be employed as Graduate Student Researchers (GSRs), Teaching Assistants (TAs) or Readers
- How a PhD student will be supported financially each quarter is determined by the Faculty Advisor
- UAW orientation is mandatory for all new (first-time) Academic Student Employees (ASEs)

Fall 2024 UAW Orientation:

Date: Tuesday, September 24th from 4:30–5:00 pm

Location: HIB 110 & HG 1800

Fall 2024 UAW Orientation (Make Up):

Date: TBD | Location TBD

<https://ap.uci.edu/laborrelations/uaw-2865-orientations/>

Compensation

- GSR & TA salary is determined in accordance with the applicable contract, based on quarters of experience in appointments of 25% FTE or more
 - GSRs (BR contract) – Article 32 Wages
 - Placement on Salary Points
 - TAs and Readers (BX contract) – Article 32A General Wages
 - TAs: Experience Based Salary Wage Schedule

Graduate Student Researcher (GSRs)

- GSRs are appointed on a quarterly basis
 - GSRs are eligible for PTO per BR contract (Article 23 Personal Time Off)
 - GSRs with an appointment of 25% or more for a minimum of one full month
 - One (1) day of PTO per month for every full month of appointed service
 - PTO not used during the appointment (quarter) is not carried forward
 - Use of personal time off is recorded in one-day increments only
 - PTO should be requested via your supervisor, and should attempt to minimize the impact on research
- GSRs will be expected to enter exception time reporting only in UCI Time Reporting System (TRS)
- <https://timesheet.uci.edu>

Teaching Assistants (TAs)

- TAs are hired and employed on a quarterly basis
- To be a TA, the student:
 - Must have taken the course or equivalent prior
 - Must have a minimum 3.1 GPA with full-time student status
 - Must complete the mandatory Teaching Assistant Professional Development Program (TAPDP) training by beginning of Year 2
- International students and Permanent Residents must pass an approved Test of Oral English Proficiency (TOEP) in Year 1
- We encourage you to track your own Qs of experience to ensure we pay you correctly, ***especially if you TA outside Engineering***
- More information:
<https://engineering.uci.edu/dept/eecs/graduate/financial-aid>

Readers/Graders

- Readers are hired and employed on a quarterly basis (beginning Week 2)
- English Proficiency is **not** required.
- Minimum required 3.0 GPA, can be part-time student status
- EECS will send out an email calling for Readers/Graders, respond to be placed on the applicant list; if selected you will be contacted by faculty for an interview
- Instructor will notify EECS staff with their selection(s)
- Department will contact you to set up employment
- UAW orientation is offered each quarter by Graduate Division
- All first-time ASEs (TAs & Readers) and GSRs MUST attend UAW orientation:

Fall 2024 UAW Orientation:

Date: Tuesday, September 24th from 4:30–5:00 pm

Location: HIB 110 & HG 1800

Fall 2024 UAW Orientation (Make Up):

Date: TBD | TBD

Steps to being hired (academic year)

- Complete and submit TA application to Ashley Morales
- Optional: Contact instructor of the course you want to TA for to request an interview
- Instructor will notify EECS staff with their TA selection(s)
- Department contact will email you for any paperwork requirements

➤ Pay:

GSRs: Monthly salary and fees

TAs: Monthly salary and fees

(Students must pay the \$7 annual UC Grad & Prof Council fee or opt out)

Readers (Graders): Biweekly Wednesdays, hourly pay only

(No Tuition/Fees covered)

Steps to be hired (Summer Session TA)

- Summer TA employment is appointed by the Summer Session – not by EECS department
- Contact the instructor of the summer course; if selected, the instructor will send your name to EECS staff
- EECS will provide a list of vetted TAs to Summer Session
- Summer Session will contact you to complete hiring paperwork

Direct Deposit – Payment

<https://fs.uci.edu/student-billing/direct-deposit-deft.php>

• GSR & TA Employment

UCPath Online – **Student Employees**

To receive payments from the Payroll system, graduate students with employment appointments must use UCPath Online.

(<https://ucpath.universityofcalifornia.edu/>)

Salary is paid after the month ends

Fall Quarter 2024:

October salary: paid November 1st

November salary: paid December 1st

December salary: paid January 1st

• Fellowship

ZOT Account – **All Students**

To receive payments from your ZOT Account (including refunds and financial aid disbursements), access DEFT by clicking the “Electronic Refunds” link in the navigation sidebar. Financial aid recipients are required to select a delivery option prior to disbursement with mail becoming the default

Stipend is paid at the beginning of each month

Fall Quarter 2024:

October stipend: paid October 1st

November stipend: paid November 1st

December stipend: paid December 1st

UCI Time Report System (TRS)

GSR/TAs

- You will only be reporting the time off (sick, PTO, leave) on the timesheet.
- You do not need to enter work hours on your timesheet
- You must submit a timesheet every month to your supervisor – **This is required.**

Readers

- You will be reporting working hours on your timesheet.
- You must submit your timesheet every two weeks – **or you will not be paid**

TRS Continued

Example of TRS timesheet

EECS Department Accounts / [Redacted]

Status: Not Started

Pay Period: 09/15/24 - 09/28/24 (B1)

Due Date: Friday, September 27, 2024 5:00 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15 +	16 +	17 +	18 +	19 +	20 +	21 +
22 +	23 +	24 +	25 +	26 +	27 +	28 +

Timesheet In/Out Details

Leave Balances

Vacation	[Redacted]
Sick	[Redacted]
Comp Time	0.00

Timesheet Hours

	Week 1	Week 2	Total
Total	0	0	0

Timesheet Comments

⚠ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

[Submit to Supervisor](#)
[Save](#)
[Print](#)

When you click on a plus sign

Add Hour for Mon, 9/16

Select Hour Type

Repeat Hours for Date Range
 Repeat Hours for Selected Dates

[Add Hour](#)
[Close](#)

International students Glacier, SSN & ITIN

- **Glacier** is a nonresident tax compliance system that allows UCI to properly determine the appropriate withholding on income paid to non-residents and comply with tax laws.
<https://accounting.uci.edu/tax/non-resident/index.html>
- A **Social Security Number (SSN)** is requested by your employer if you are authorized to engage in employment. If you do not already have an SSN, you will need to apply for one.
<https://ic.uci.edu/resource-pages/social-security.php>
- An **Individual Taxpayer Identification number (ITIN)** is for individuals who are required to have a taxpayer identification number for tax purposes, but who do not have and are not eligible to obtain an SSN from the Social Security Administration.
<https://ic.uci.edu/resource-pages/individual-taxpayer-identification-number.php>

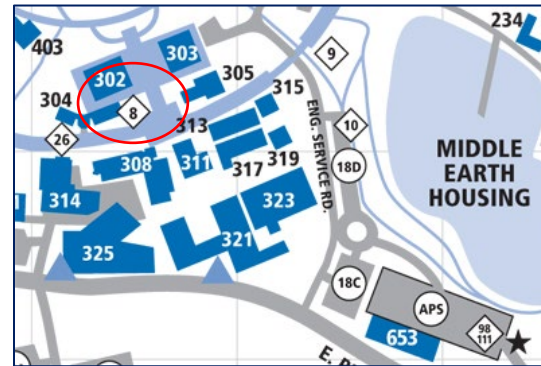




Dr. Athina Markopoulou
Associate Dean



Dr. Aparna
Chandramowliswaran
Interim Associate Dean (Fall 2024)



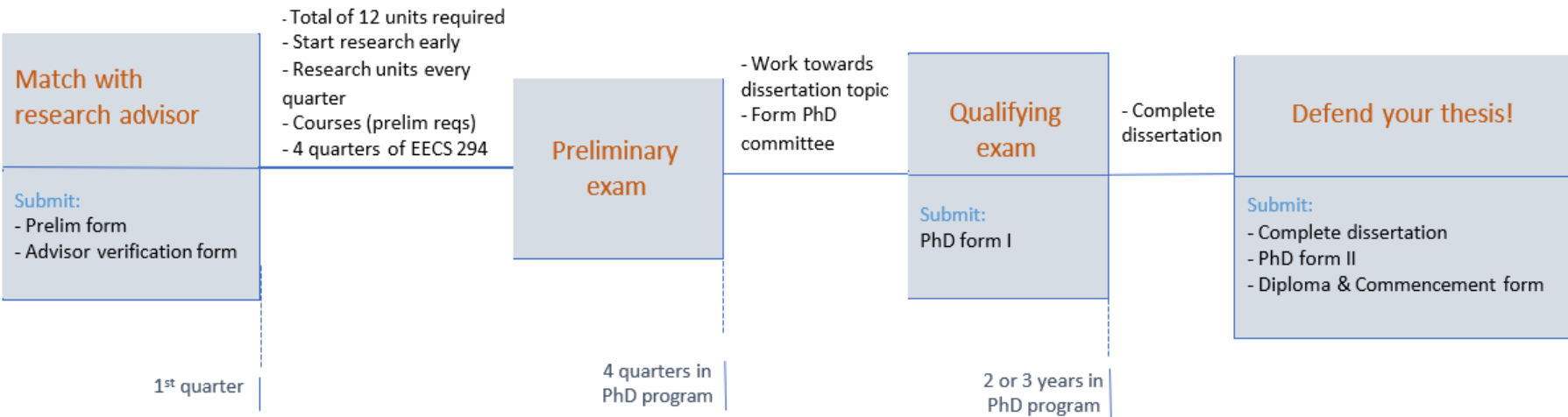
5400 Engineering Hall
(building #308)
Email: gradengr@uci.edu
Monday-Thursday
9am-12pm; 1pm-4pm



Jean Macneil
Director
jean.macneil@uci.edu

Student Services Advisor
Vacant

Roadmap to PhD Degree



PhD Faculty Research Advisor

- To remain in good academic standing, match with a faculty research advisor no later than 12 months from the beginning of your PhD program.
- Once you have matched with a faculty research advisor, submit the [PhD Faculty Research Advisor Verification Form](#)
- To remain in good academic standing, students who are changing advisors (for whatever reason) must match with a new faculty research advisor no later than by the end of the subsequent quarter (excluding summer term)

+Course Requirements

- Minimum 12 units are required each quarter.
- **EECS 294 - Seminar:** Must complete four quarters.
- **EECS 299 - Individual Research:** Choose between 1-16 variable units. Sign up for these units if you are conducting research in consultation with your faculty advisor. ***Required to take 4 units of EECS 299 or EECS 296 every quarter.**
- **EECS 297 - PhD Dissertation Research:** Choose between 1-16 variable units. Sign up for these units if conducting PhD dissertation research in consultation with your faculty advisor. *Taken after passing PhD Qualifying Exam.*
- Courses are required to meet the PhD Prelim requirements.

+Course Requirements

EECS 296 – MS Thesis Research: Choose between 1-16 variable units. Sign up for these units if you are conducting MS thesis research in consultation with your faculty advisor.

PhD students who do not have a MS degree, should plan on taking 4 units of EECS 296 MS research with your Faculty Advisor.

The MS Plan of Study also has required courses:

Electrical Engineering

Computer Engineering

Seminar Series (EECS 294)

- 4 quarters of EECS 294 required
- Seminars at least 5 times per quarter – set dates
- Required to attend 4 out of the 5 seminars
- Final quiz (option to take in-person or online)
- Offered every quarter
- 1 unit course
- Graded as S/U

<https://engineering.uci.edu/dept/eecs/events/seminar-series>

PhD Preliminary Exam

- PhD students
 - Must submit the signed PhD Preliminary Exam form by the end of the second week of your arriving quarter
 - Must obtain an A- letter grade in 3 of the 5 courses (with the advisor's input)
 - 1 of the 3 courses needs to be an EECS core course
 - 1 course can be selected from outside the EECS department
 - Must meet requirements within 4 quarters from start of PhD program

PhD Preliminary Exam

- MS/PhD students (required to earn MS along the way toward completion of PhD)
 - Courses taken during MS degree can count towards prelim requirements
 - Must meet requirements within 4 quarters from start of PhD program
- https://engineering.uci.edu/dept/eecs/academics/graduate/roadmap_phd

PhD Preliminary Exam Form



**Deadline to
complete this
form is October 13**

PhD Preliminary Exam

Student Information

LAST Name:	FIRST NAME:	Student ID Number:
EMAIL:	ADMITTED (quarter/year):	PhD Advisor:

GUIDELINES FOR COMPLETING PRELIM REQUIREMENTS

PhD students

- Must submit signed form by end of second week of arriving quarter
- Must obtain an "A-" letter grade in 3 of the 5 courses (with the advisor's recommendations.)
- 1 course can be selected from outside the EECS department with written approval of the advisor
- Course cannot be transferred. Courses needs to be completed at UCI
- Must meet requirements within 3 quarters from start of PhD program

MS/PhD students (students required to earn MS degree along the way toward completion of your Ph.D.)

Normative PhD Timelines

Samueli School of Engineering	Advancement	Degree Completion	Maximum
Biomedical Engineering PhD	2(2)	5(4)	7
All Other Engineering PhD Programs	3(2)	5(4)	7

Parentheses represent reduced time to advancement and degree completion for those students who entered the PhD program with a previous MS degree.

It is expected that EECS PhD students adhere to the normative timeline to advancement. **The Qualifying Exam is taken after passing the Preliminary Exam, no earlier than the end of the 1st year, and no later than the end of the 3rd year in the Ph.D. program.**

This information can be found on School of Engineering's [PhD Milestones webpage](#) and EECS Graduate Student Handbook.

Tuition & Fees

All students – domestic and international – pay the California Resident tuition and fees amount of **\$21,669.75** per year (\$7,223.25 per quarter – Fall, Winter & Spring)

Nonresidents (international students and those who have not yet established California residency status) must pay, in addition to the **\$21,669.75 tuition and fees**, Nonresident Supplemental Tuition (NRST) of \$15,102 annually (\$5,034 per quarter).

New graduate students are assessed a one-time document fee of \$80, which provides lifetime access to official transcripts and academic verifications without a fee for in-person pickup or delivery by USPS

If you are receiving an EECS department fellowship, NRST and the one time \$80 document fee will be covered.

NRST Remission Program

- The NRST Remission Initiative Program provides NRST fellowship support to international PhD and MFA students in an effort to reduce costs on faculty grants and departmental funds.
- International students that entered their doctoral programs in fall 2021 or later are eligible for NRST fee remission for years 2 and 3 of their PhD program if they hold a remission-eligible appointment of minimum 25% (GSR, TA, and/or fellowship)
- Once you pass your qualifying exam, NRST fees are no longer assessed for 9 quarters.
- If students do not pass their qualifying exam by year 3, they will not be eligible for NRST remission. It will be the responsibility of the faculty advisor or student to cover NRST beyond year 3.

PhD Qualifying Exam

- Set your dissertation topic and completed most of the initial research
- Form your Candidacy Committee, which comprises 5 members
 - **Chair:** Research advisor. Must be a faculty member of EECS
 - **General Members:** 4 are required. Majority must hold appointment in EECS
- Submit the **nomination form** of your committee to Graduate Coordinator (at least **two weeks** before the date of your PhD qualifying exam)
- PhD Form I will be prepared by grad coordinator
- Non-resident students who have passed the qualifying exam are eligible for a 100% reduction in their non-resident tuition for **9 quarters**

Defense & Dissertation

- Form your Doctoral Committee, which comprises 3 members
- Decide a time and location for your defense, when your doctoral committee members are available
- Inform the graduate coordinator at least one week before your defense
 - time and location
 - title and (short) abstract of your dissertation
 - personal bio
- Defend your dissertation!!!
- PhD Form II will be prepared by the graduate coordinator
- The Standards and Procedures Manual for writing and submitting thesis/dissertations is available at:
<http://special.lib.uci.edu/>

DocuSign Forms

- Forms can only be submitted by using Graduate Division DocuSign forms links
- Forms will be prepared by the EECS Graduate Coordinator and sent via DocuSign for signatures
- All forms are routed to the following (the order of signer depends on the form):
 - Student
 - Faculty advisor
 - Department
 - School of Engineering (GPS office)
 - International Center (if applicable)
 - Graduate Division

Curricular Practical Training (CPT)

Curricular based off-campus internship/work permission for F-1 international students

Eligibility

- F-1 Student enrolled for at least one (consecutive) academic year before you are eligible to apply for CPT
- Job offer must be related to your field of study
- You must obtain CPT authorization PRIOR to beginning your internship
- Must be registered for ENGR 291
- Must be enrolled and **cannot** be used if you are on "filing fee status"

Other key points:

- Can only intern/work part time, up to 20 hours a week during the academic year
- Can intern/work full time, up to 40 hours a week during the summer

More Information – International Center website:

<https://ic.uci.edu/students/currentStudents/employment/curricular-practical-training.php>

Optional Practical Training (OPT)

Optional Practical Training (OPT) is work authorization available to international students who have been in valid F-1 status for one academic year and who plan to seek employment in the U.S. in their field of study.

Key points:

- Submit your OPT I-20 request form to Graduate Coordinator to complete the “Completion Verification” section
- The earliest you can apply for OPT is 90 days before your program end date
- The latest date the *United States Citizenship and Immigration Services (USCIS)* will accept your application is 60 days after your program end date
- Total of 12 months

More information – International Center website:

<https://ic.uci.edu/students/currentStudents/employment/optional-practical-training.php>



<https://www.reg.uci.edu/calendars/quarterly/2024-2025/quarterly24-25.html>

	Fall 2024	Winter 2025	Spring 2025
Quarter begins	Sep 23	Jan 2	Mar 26
Instruction begins	Sep 26	Jan 6	Mar 31
Waitlists deactivated. (5:00 p.m.)	Oct 11	Jan 17	Apr 11
Last day to:			
Add a course without dean's approval. (5:00 p.m.)	Oct 11	Jan 17	Apr 11
Drop a course without dean's approval. (5:00 p.m.)	Oct 11	Jan 17	Apr 11
Change the grading option or variable units of a course without dean's approval. (5:00 p.m.)	Oct 11	Jan 17	Apr 11
Submit part-time study petition to Graduate Division for graduate students. (12:00 noon)	Oct 16	Jan 22	Apr 16
Pay tuition and fees late and/or enroll late. (4:00 p.m.)	Oct 18	Jan 24	Apr 18
Submit part-time study petition to Registrar for undergraduate students. (5:00 p.m.)	Oct 21	Jan 24	Apr 18
Drop a course without receiving a W grade; dean's approval required. (5:00 p.m.)	Nov 8	Feb 14	May 9
Change variable units of a course; dean's approval required. (5:00 p.m.)	Nov 8	Feb 14	May 9
Change the grading option of a course; dean's approval required. (5:00 p.m.)	Dec 6	Mar 14	Jun 6
Withdraw from a course; W grade assigned; dean's approval required. (5:00 p.m.)	Dec 6	Mar 14	Jun 6
Withdraw from the term. Readmission to the University required for future term. (5:00 p.m.)	Dec 6	Mar 14	Jun 6
Instruction ends	Dec 6	Mar 14	Jun 6
Final examinations*	Dec 7-13	Mar 15-21	Jun 7-12
Quarter Ends	Dec 13	Mar 21	Jun 13
Deadline to submit final grades (5:00 p.m.)	Dec 19	Mar 27	Jun 19
Grades available in StudentAccess (10:00 p.m.)	Dec 19	Mar 27	Jun 19
Official transcripts available	Dec 23	Mar 31	Jun 23

How to Schedule Classes

- **Teaching Plan:** [2024-2025 The Henry Samueli School of Engineering Teaching Plan - TENTATIVE - Google Sheets](#)
- **Registrar's website:** <http://www.reg.uci.edu/>
 - Schedule of classes (WebSoc): <https://www.reg.uci.edu/perl/WebSoc/>
 - Registration via [WebReg](#) or [StudentAccess](#)

Important Resources

- [Office of Academic Integrity and Student Conduct](#)
- [Graduate Division's Academic Affairs](#)
- [UCI Libraries](#)
- [UCI International Center](#)
- [Associated Graduate Students](#)
- [UCI Academic Counselors](#)
- [Counseling Center](#)
- [UCI CARE Office](#)
- [Office of Financial Aid and Scholarships](#)
- [UCI Division of Career Pathways](#)
- [Division of Teaching Excellence and Innovation](#)
- [Office of Equal Opportunity and Diversity](#)
- [Student Health Center](#)
- [Beall Applied Innovation](#)
- [Basic Needs Center](#)
- [Office of Campus Social Work](#)
- [Center for Excellence in Writing and Communication](#)
- [ANTrepreneur Center](#)
- [Transportation and Distribution Services](#)
- [Campus Recreation \(ARC\)](#)
- [Family Resource Center](#)
- [Sustainability Resource Center](#)
- [Disability Services Center](#)
- [Graduate and Family Housing](#)
- [Off-Campus Housing](#)
- [Cross-Cultural Center](#)
- [Graduate Student Health Insurance Plan](#)
- [Student Health – Psychiatry & Mental Health Services](#)
- [Graduate & Postdoctoral Resource Center](#)

Important Resources

**Graduate Division's In-Person Resource
Fair on September 30th!**

[Registration Link for Campus Fair](#)

Office Hours

Aparna Chandramowliswaran

PhD Graduate Advisor

EH 4432

Office hours: By Appointment

Zoom link: <https://uci.zoom.us/j/99217443210>

Email: amowli@uci.edu

Syed Jafar

MS Graduate Advisor

EH 4223

Office hours: Wednesdays: 12(noon) - 1:00PM

Zoom link: <https://uci.zoom.us/j/9498241684>

Email: syed@uci.edu

Marisa Mendoza

PhD Graduate Coordinator

EH 2203

Business hours: M-F 8:00AM - 5:00PM

Office hours: Mondays and Fridays: 10:00 to 11:00 am
and 2:00 – 3:00 pm

Zoom link: By appointment

Email: marisbm1@uci.edu

Stephany Monterroso

MS Graduate Coordinator

EH 2203

Business hours: M-F 8:00AM - 5:00PM

Office hours: Thursday: 1:30PM - 2:30PM (In-person)

Zoom link: By appointment

Email: s.monterroso@uci.edu

Jean Macneil,

Director

**Graduate and Professional Studies, School of
Engineering**

204 Rockwell Engineering Center

jean.macneil@uci.edu

Email for appointment: gradengr@uci.edu

Society of Graduate Electrical Engineers and Computer Scientists “GEECS”





Q & A

How to Zot - UC Irvine



Thank you!

