

## **2009-10 ADMISSION AND REGISTRATION INFORMATION**

### **The Henry Samueli School of Engineering University of California, Irvine**

Congratulations on your admission to graduate study at the University of California, Irvine! We hope your academic career will be successful and rewarding. This information document was prepared to help answer some of the questions most often asked by new students. We encourage you to contact any of the offices listed in this document for further information. Please visit <http://www.grad.uci.edu/newadmits/> for a listing of things you will need to accomplish as a newly admitted student at UC Irvine.

#### **STATEMENT OF INTENT TO REGISTER**

When you are admitted to a UC Irvine graduate program, an email message is sent to the address you entered in your online application. The message gives you the URL, username, and password for the web-based Statement of Intent to Register (SIR) submission system. You must complete and electronically submit the SIR web form to indicate you are accepting our offer of admission and intend to enroll at UC Irvine. Once you inform us that you intend to register (by submitting a completed SIR web form), we can administratively prepare for your arrival. This preparation will prevent you from wasting your valuable time upon arrival at UC Irvine. For example, if we have not received your SIR, you can not enroll in courses. On the other hand, if you submit your SIR in a timely manner, you should be able to initiate (or even complete) a number of administrative processes required for newly admitted students (i.e., completion of the Statement of Legal Residence) even before you arrive on campus. These administrative processes, including the Statement of Legal Residence, can all be completed on-line.

#### **ADMISSION PROVISIONS**

If you have been admitted provisionally to UC Irvine, your admission does not become final until the specific requirements explained in your offer letter are met, for example, completion of your undergraduate degree program, or submission of official GRE scores. If you are graduating at the end of the term immediately preceding your quarter of matriculation at UC Irvine, you may register pending receipt of a final, official transcript. You must then have the registrar at that campus send us a final transcript verifying degree conferral. A hold will be placed on your registration if you do not provide evidence of the degree award by the end of the first quarter of admission.

If you are admitted pending the award of your bachelor's degree, you must instruct the registrar at your undergraduate campus to forward a final transcript to the UCI Graduate Division, 120 Aldrich Hall, as soon as it is available. If you are graduating from UC Irvine, instruct the Registrar's Office to forward a final copy of your undergraduate record to the Graduate Division. Be sure to check the box labeled "*Hold for Degree*" on the transcript request form. If you are admitted pending the receipt of GRE scores, please arrange for them to be sent to the University in order to have the provision removed.

If you are completing a master's program at another university, instruct the registrar at your campus to forward an official transcript to your academic department directly, verifying the conferral of the graduate degree.

## ADMISSION CONDITIONS

A conditional admission establishes specific requirements, such as satisfactory completion of coursework, which must be met over and above UC Irvine's general academic requirements. This usually means you are deficient of certain courses necessary for success in your graduate program. If you have been admitted with conditions, these will be stated clearly in your letter of admission. If you have any questions about conditions of admission, please contact your academic department.

## REGISTRATION: ENROLLMENT AND FEE PAYMENT

Please go to <http://www.reg.uci.edu/> for information on registering for classes and paying your fees and tuition. This extensive site has everything related to courses and registration at UC Irvine, including the **2009-10** catalog. On this site, you will find the searchable schedule of classes for 2009-2010 once it becomes available:

<http://websoc.reg.uci.edu/perl/WebSoc>. You must ensure that you **both enroll in units** and pay fees by the corresponding deadlines. You will receive a computerized billing statement from campus billing services. This bill is commonly referred to as a *Zotbill* and is used to pay your fees and tuition. You will be subject to a service charge if you register late. If you were previously an undergraduate at UC Irvine, be sure to enroll using the graduate student identification number contained in your admission letter and *Zotbil* (*not your undergraduate student identification number*). Further, more detailed information on enrollment procedures and fee payment, including deadlines for registration and fee payment, is included on the Registrar's website with at <http://www.reg.uci.edu/>.

All students are considered full-time student and should enroll in no less than 12 units per quarter unless you successfully petition for part-time status. Indicating a preference of "part-time" on your graduate school application does not automatically give you part-time status. Moreover, please note that only M.S. students are eligible for part-time study. All students wishing to be on Part-Time Status for Fall 2009 need to submit a part-time petition to their department/program's Graduate Coordinator (contact list below) by Wednesday, October 14 (at 12:00 Noon). However, submitting the part-time petition prior to this deadline is advisable to ensure the smooth processing of the forms. You can find the Part-time Petition at [http://www.rgs.uci.edu/grad/students/forms/part\\_time.pdf](http://www.rgs.uci.edu/grad/students/forms/part_time.pdf)  
Part-time students should enroll in 1 to 8 units per quarter.

The PACE Program is available at UCI for paying quarterly student fees in installments over a three-month period. Please go to [www.fs.uci.edu/cbs/pace/toc.htm](http://www.fs.uci.edu/cbs/pace/toc.htm) for information on PACE. Before enrolling in classes, you may want to contact your department's Graduate Advisor or the Graduate Student Affairs Office for advice on planning a program of study. These names and telephone numbers are included in your admission letter and are listed further along in this information packet.

## RESIDENCY

All students planning to attend graduate school at UC Irvine, whether they are United States citizens, US permanent residents, or foreign nationals, must file a *Statement of Legal Residence* with the Registrar's Office. You must complete a new Statement even if you attended UCI as an undergraduate student. The *Statement of Legal Residence* is available on-line through the Registrar's Office web site: <http://www.reg.uci.edu/>. The direct link to the statement of legal residence page is <http://www.reg.uci.edu/registrar/residence/slr.pdf>. Please file your residency statement electronically through the web page. **You must complete a *Statement of Legal Residence* in order to register for classes.**

If you are a citizen or permanent resident of the United States but currently are not a resident of the State of California, you will want to acquire this status as soon as possible. (It is expected that all full time graduate students who are eligible for California residency will have done so by the beginning of the second year of enrollment). State residents enrolled in the University of California system do not pay tuition. Moreover, time spent in California as a student may be used to meet State residency requirements. You should contact the Residence Deputy in the Registrar's Office for information about residency reclassification.

## INTERNATIONAL STUDENTS

Please go to [http://www.grad.uci.edu/newadmits/foreign\\_info.htm](http://www.grad.uci.edu/newadmits/foreign_info.htm) for procedures to follow as newly admitted international students. If you have not done so already, you should begin preparing to obtain a student visa immediately. Moreover, The staff at the UC Irvine International Center is available to help you with answers to immigration, visa and passport questions, and employment regulations.

In addition, please go to <http://www.ic.uci.edu/> to fill out the **“International Graduate Student Packet – Student Portion.”** You will use the form to provide personal information and proof of funding for visa purposes. You must send or fax your completed packet to the department or program in which you are admitted. Please find the departmental addresses on The Henry Samueli School of Engineering's website <http://www.eng.uci.edu>.

## GRADUATE STUDENT HEALTH INSURANCE

Graduate students are automatically covered by the University's Graduate Student Health Insurance Program (GSHIP) when registering for classes each quarter. The premium for coverage is incorporated into the structure of quarterly student fees. Although participation is considered mandatory, students with equivalent or superior medical insurance of their own may petition for a waiver of the insurance fee and coverage through the GSHIP office on campus. Please go to <http://www.grad.uci.edu/gship/> for more information on health insurance and the waiver deadline.

## HOUSING

The University of California, Irvine guarantees an offer of on-campus housing to every newly-admitted, full-time Ph.D. student. Doctoral students will be guaranteed housing for a term of one year less than normal time to degree for their academic program (3 years for students entering with a M.S. already completed, 4 years for students entering with a B.S. only). If you are interested in housing, please go to <http://www.housing.uci.edu/prospective/graduate/guarantee.asp> for applications and other housing information, both on and off campus. Please be sure to apply for the housing guarantee before the deadline. If you do not fill out the housing application by the deadline you will not be part of the Graduate Guarantee.

Students who are not included in the Graduate Guarantee can still apply for on-campus housing. Please go to: <http://www.housing.uci.edu/prospective/> for more information.

### **FALL ADMITS ONLY - NEW STUDENT ORIENTATION**

The new graduate student orientation and luncheon will *tentatively* take place on Monday, September 21, 2009. All new graduate students are **required** to attend this general orientation. During the orientation, students will have the opportunity to meet with current students, department chairs, graduate advisors, faculty, and staff. Lunch is also provided. More information regarding this special event will be made available as the date draws closer. Please check <http://www.eng.uci.edu/grad/new> for updates!

### **ACTIVATE YOUR UCINETID**

Every admitted UCI student has been assigned a UCInetID. Your UCInetID will grant you access to many of UCI's electronic services. It will also serve as your e-mail account. In order to activate your UCInetID, you will need your 8 digit student identification number, your date of birth, and the last 4 digits of your Social Security number (International Students are exempt from this last requirement). You may activate your UCInetID at [www.activate.uci.edu](http://www.activate.uci.edu).

### **TELEPHONE NUMBERS**

Campus Billing Services	(949) 824-2455
Disability Services Center	824-7494
Financial Aid & Scholarships	824-6261
Graduate Student Health Insurance Program	824-2388
Housing Office	
On Campus	824-6811
Off Campus	824-7247
International Center	824-7249
Network & Academic Computing Services	824-5153
Graduate Division	824-4611
Parking and Transportation Services	824-7486
Registrar's Office	824-6124
Science Library	824-3681
Graduate Student Affairs Office	824-4334

University Bookstore

824-7411

## **FAX NUMBERS**

Graduate Student Health Insurance Program	(949) 824-8507
Housing Office	824-4181
International Center	824-3090
Graduate Division	824-2095
Department of Biomedical Engineering	824-1727
Department of Chemical Engineering and Materials Science	824-2541
Department of Civil and Environmental Engineering	824-2117
Department of Electrical Engineering and Computer Science	824-1853
Department of Mechanical and Aerospace Engineering	824-8585
Environmental Engineering Concentration	824-3440
Materials Science and Engineering Interdisciplinary Concentration	824-3440

## **SCHOOL OF ENGINEERING DEPARTMENT CONTACTS**

Biomedical Engineering Karen Stephens	<a href="mailto:kstephen@uci.edu">kstephen@uci.edu</a>
Chemical Engineering and Materials Science Grace Chau	<a href="mailto:chaug@uci.edu">chaug@uci.edu</a>
Civil and Environmental Engineering April Heath	<a href="mailto:a.heath@uci.edu">a.heath@uci.edu</a>
Electrical Engineering and Computer Science Ronnie Gran	<a href="mailto:ragran@uci.edu">ragran@uci.edu</a>
Mechanical and Aerospace Engineering Louise Yeager	<a href="mailto:lyeager@uci.edu">lyeager@uci.edu</a>
Environmental Engineering Concentration Claire Goldsby	<a href="mailto:claire.goldsby@uci.edu">claire.goldsby@uci.edu</a>
Materials and Manufacturing Technology Concentration Claire Goldsby	<a href="mailto:claire.goldsby@uci.edu">claire.goldsby@uci.edu</a>