# UCLA Registrar's Office • Academic Term Calendar 2021-22

*Updated June 23, 2021. Dates and deadlines are subject to change.*

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing students can check MyUCLA for assigned <strong>enrollment appointments</strong></td>
<td>Jun 1</td>
<td>Nov 1</td>
<td>Jan 31</td>
<td></td>
</tr>
<tr>
<td>First day for continuing students to <strong>petition for residence classification</strong></td>
<td>Jun 1</td>
<td>Nov 1</td>
<td>Feb 1</td>
<td></td>
</tr>
<tr>
<td><strong>Schedule of Classes</strong> online</td>
<td>Jun 7</td>
<td>Nov 1</td>
<td>Jan 31</td>
<td></td>
</tr>
<tr>
<td>MyUCLA <strong>priority pass</strong> enrollment appointments begin</td>
<td>Jun 14</td>
<td>Nov 8</td>
<td>Feb 7</td>
<td></td>
</tr>
<tr>
<td>MyUCLA <strong>first pass</strong> enrollment appointments begin</td>
<td>Jun 17</td>
<td>Nov 11</td>
<td>Feb 10</td>
<td></td>
</tr>
<tr>
<td>MyUCLA <strong>graduate pass</strong> enrollment appointments begin</td>
<td>Jun 17</td>
<td>Nov 11</td>
<td>Feb 10</td>
<td></td>
</tr>
<tr>
<td><strong>Summer 2022 travel study</strong> registration opens</td>
<td></td>
<td></td>
<td></td>
<td>Nov 15</td>
</tr>
<tr>
<td><strong>Summer 2022 registration</strong> opens for UCLA students only</td>
<td></td>
<td></td>
<td></td>
<td>Feb 1</td>
</tr>
<tr>
<td>MyUCLA <strong>second pass</strong> enrollment appointments begin</td>
<td>Jun 24</td>
<td>Nov 18</td>
<td>Feb 18</td>
<td></td>
</tr>
<tr>
<td><strong>Juneteenth holiday</strong></td>
<td>Jun 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer 2022 registration</strong> opens for all students</td>
<td></td>
<td></td>
<td></td>
<td>Feb 15</td>
</tr>
<tr>
<td>Last day to file <strong>undergraduate readmission application</strong></td>
<td>Aug 15</td>
<td>Nov 25</td>
<td>Feb 25</td>
<td></td>
</tr>
<tr>
<td>Check MyUCLA for <strong>registration fees assessment</strong></td>
<td>Aug 20</td>
<td>Nov 19</td>
<td>Feb 18</td>
<td></td>
</tr>
<tr>
<td><strong>Summer 2022 travel study</strong> <strong>financial aid</strong> application online</td>
<td></td>
<td></td>
<td></td>
<td>Mar 1</td>
</tr>
<tr>
<td>Last day to file <strong>residence petition</strong> (continuing students only)</td>
<td>Sep 1</td>
<td>Dec 1</td>
<td>Mar 1</td>
<td></td>
</tr>
<tr>
<td><strong>Labor Day holiday</strong></td>
<td>Sep 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to file <strong>in absentia registration</strong> petition at Graduate Division Academic Services</td>
<td>Sep 9</td>
<td>Dec 9</td>
<td>Mar 10</td>
<td></td>
</tr>
<tr>
<td>Financial aid disburses to <strong>BruinBill</strong></td>
<td>Sep 10</td>
<td>Jan 3, 2022</td>
<td>Mar 13</td>
<td></td>
</tr>
<tr>
<td>Last day to submit <strong>doctoral advancement to candidacy</strong> request for NRST reduction</td>
<td>Sep 17</td>
<td>Dec 22, 2021</td>
<td>Mar 24</td>
<td></td>
</tr>
</tbody>
</table>

## WEEK 0

<table>
<thead>
<tr>
<th>Event</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter begins</strong></td>
<td>Sep 20</td>
<td>Mar 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to <strong>waive UCSHIP</strong> student health insurance</td>
<td>Sep 20</td>
<td>Dec 20</td>
<td>Mar 20</td>
<td></td>
</tr>
<tr>
<td><strong>Instruction begins</strong></td>
<td>Sep 23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Classes dropped</strong> if fees not paid by 5 p.m.</td>
<td>Sep 24</td>
<td></td>
<td>Mar 24</td>
<td></td>
</tr>
<tr>
<td>Last day to <strong>pay registration fees</strong> without penalty</td>
<td>Sep 26</td>
<td></td>
<td>Mar 24</td>
<td></td>
</tr>
<tr>
<td><strong>César Chávez holiday</strong></td>
<td></td>
<td></td>
<td>Mar 25</td>
<td></td>
</tr>
<tr>
<td><strong>Late registration fees</strong> automatically assessed to students not paid</td>
<td>Sep 27</td>
<td></td>
<td>Mar 25</td>
<td></td>
</tr>
</tbody>
</table>

## WEEK 1

<table>
<thead>
<tr>
<th>Event</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter begins</strong></td>
<td>Jan 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Instruction begins</strong></td>
<td>Jan 3</td>
<td></td>
<td>Mar 28</td>
<td></td>
</tr>
<tr>
<td><strong>Classes dropped</strong> if fees not paid by 5 p.m.</td>
<td></td>
<td></td>
<td>Jan 4</td>
<td></td>
</tr>
<tr>
<td>Last day to <strong>pay registration fees</strong> without penalty</td>
<td>Sep 26</td>
<td></td>
<td>Jan 5</td>
<td></td>
</tr>
<tr>
<td><strong>Late registration fees</strong> automatically assessed to students not paid</td>
<td>Sep 27</td>
<td></td>
<td>Jan 6</td>
<td></td>
</tr>
<tr>
<td>Last day to submit <strong>filing fee application</strong> at Graduate Division Academic Services</td>
<td>Sep 28</td>
<td></td>
<td>Jan 4</td>
<td>Mar 29</td>
</tr>
<tr>
<td>Event</td>
<td>Fall 2021</td>
<td>Winter 2022</td>
<td>Spring 2022</td>
<td>Summer 2022</td>
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<tr>
<td>----------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Financial aid application</strong> (FAFSA and California Dream Act) for 2022-23 academic year online</td>
<td>Oct 1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Summer 2022 financial aid</strong> application for UCLA continuing students online</td>
<td></td>
<td></td>
<td>Apr 1</td>
<td></td>
</tr>
<tr>
<td><strong>Summer 2022 travel study financial aid</strong> application deadline</td>
<td></td>
<td></td>
<td></td>
<td>Apr 2</td>
</tr>
</tbody>
</table>

**WEEK 2**

- **Study list** becomes official at 11:59 p.m.                                                           | Oct 8     | Jan 14      | Apr 8       |             |
- **Classes dropped for nonpayment** and **wait lists dropped** at 11:59 p.m.                            | Oct 8     | Jan 14      | Apr 8       |             |
- Last day to **enroll without late study list fee** through MyUCLA                                      | Oct 8     | Jan 14      | Apr 8       |             |
- Last day to **drop impacted classes** by 11:59 p.m.                                                   | Oct 8     | Jan 14      | Apr 8       |             |
- Last day to **change study list (add/drop)** without fee through MyUCLA                                | Oct 8     | Jan 14      | Apr 8       |             |
- Last day to file **undergraduate tuition reduction request** with College or school                      | Oct 8     | Jan 14      | Apr 8       |             |
- Last day to declare **bachelor's degree candidacy** for current term, with fee depending on units completed | Oct 8     | Jan 14      | Apr 8       |             |
- Last day to file **master's degree advancement to candidacy** petition with major department           | Oct 8     | Jan 14      | Apr 8       |             |
- Last day to file **graduate leave of absence** petition with Graduate Div Academic Services            | Oct 8     | Jan 14      | Apr 8       |             |

**WEEK 3**

- **Martin Luther King, Jr. holiday**                                                                     |           |             | Jan 17      |             |
- Last day for undergraduate students to **add classes** with per-class fee through MyUCLA               | Oct 15    | Jan 21      | Apr 15      |             |
- **Reduced units audit** of undergraduate students approved by College/school for reduced tuition; must be enrolled in 10 or fewer units to be eligible | Oct 15    | Jan 21      | Apr 15      |             |
- **Financial aid audit** census date; enrolled units verified to determine eligibility for term         | Oct 15    | Jan 21      | Apr 15      |             |
- Last day to submit **UC intercampus exchange** application to Graduate Div Academic Services         | Oct 15    | Jan 21      | Apr 15      |             |

**WEEK 4**

- Last day to **drop nonimpacted classes** with per-class fee through MyUCLA, without transcript notation | Oct 22    | Jan 28      | Apr 22      |             |
- Undergraduate **course materials fees** assessed based on enrollment on Friday of week four           | Oct 22    | Jan 28      | Apr 22      |             |

**WEEK 6**

- Last day for undergraduates to **change grading basis** on optional P/NP courses, with per-class fee through MyUCLA | Nov 5     | Feb 11      | May 6       |             |
- **Veterans Day holiday**                                                                               | Nov 11    |             |             |             |

**WEEK 7**

- **Presidents' Day holiday**                                                                           |           |             | Feb 21      |             |
- Last day to **drop nonimpacted classes** (Letters and Science undergraduates) with per-class fee and transcript notation through MyUCLA | Nov 12    | Feb 18      | May 13      |             |
- Deadline for graduate students to **pay deferred registration fees**                                   | Nov 12    | Feb 20      | May 20      |             |

**WEEK 8**

- **Thanksgiving holiday**                                                                               | Nov 25-26 |             |             |             |

**WEEK 9**

- Deadline to file FAFSA and California Dream Act applications for 2021-22 academic year                 |           |             | Mar 1       |             |
<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEEK 10</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day holiday</td>
<td></td>
<td></td>
<td></td>
<td>May 30</td>
</tr>
<tr>
<td>Last day to withdraw from current term; for retroactive withdrawal,</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
</tr>
<tr>
<td>consult with College or school advising office</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Last day to drop nonimpacted classes (Letters and Science</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
</tr>
<tr>
<td>undergraduates) by petition with instructor approval, per-class fee,</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>and transcript notation</td>
<td></td>
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</tr>
<tr>
<td>Last day for graduate students to change grading basis of</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
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<tr>
<td>optional S/U-graded courses with per-class fee through MyUCLA</td>
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<tr>
<td>Last day for graduate students to add/drop classes with per-class</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
</tr>
<tr>
<td>fee through MyUCLA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
</tr>
<tr>
<td><strong>FINALS WEEK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common final examinations</td>
<td>Dec 4-5</td>
<td>Mar 12-13</td>
<td>Jun 4-5</td>
<td></td>
</tr>
<tr>
<td>Final examinations</td>
<td>Dec 6-10</td>
<td>Mar 14-18</td>
<td>Jun 6-10</td>
<td></td>
</tr>
<tr>
<td>Last day to complete graduate degree requirements by 5 p.m.</td>
<td>Dec 10</td>
<td>Mar 18</td>
<td>Jun 10</td>
<td>Sep 10</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Dec 10</td>
<td>Mar 18</td>
<td>Jun 10</td>
<td></td>
</tr>
<tr>
<td>Commencement weekend (by College/school)</td>
<td></td>
<td></td>
<td></td>
<td>Jun 10-12</td>
</tr>
<tr>
<td><strong>POST TERM</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Obtain GPA for term grades through MyUCLA</td>
<td>Dec 22</td>
<td>Mar 30</td>
<td>Jun 22</td>
<td></td>
</tr>
<tr>
<td>Christmas holiday</td>
<td>Dec 23-24</td>
<td>Mar 30</td>
<td>Jun 22</td>
<td></td>
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<tr>
<td>Winter campus closure</td>
<td>Dec 27-30</td>
<td>Mar 30</td>
<td>Jun 22</td>
<td></td>
</tr>
<tr>
<td>New Year's holiday</td>
<td>Dec 30-31</td>
<td>Mar 30</td>
<td>Jun 22</td>
<td></td>
</tr>
<tr>
<td>Degree appears on transcript</td>
<td>Jan 21, 2022</td>
<td>Apr 29</td>
<td>Jul 29</td>
<td>Oct 22</td>
</tr>
<tr>
<td><strong>SUMMER SESSIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session A – 3 weeks</td>
<td></td>
<td></td>
<td></td>
<td>Jun 20-Jul 8</td>
</tr>
<tr>
<td>Session A – 6 weeks</td>
<td></td>
<td></td>
<td></td>
<td>Jun 20-Jul 29</td>
</tr>
<tr>
<td>Session A – 8 weeks</td>
<td></td>
<td></td>
<td></td>
<td>Jun 20-Aug 12</td>
</tr>
<tr>
<td>Session A – 9 weeks</td>
<td></td>
<td></td>
<td></td>
<td>Jun 20-Aug 19</td>
</tr>
<tr>
<td>Session A – 10 weeks</td>
<td></td>
<td></td>
<td></td>
<td>Jun 20-Aug 26</td>
</tr>
<tr>
<td>Independence Day holiday</td>
<td></td>
<td></td>
<td></td>
<td>Jul 4</td>
</tr>
<tr>
<td>Session B – 3 weeks</td>
<td></td>
<td></td>
<td></td>
<td>Jul 11-29</td>
</tr>
<tr>
<td>Session C – 3 weeks</td>
<td></td>
<td></td>
<td></td>
<td>Aug 1-19</td>
</tr>
<tr>
<td>Session C – 6 weeks</td>
<td></td>
<td></td>
<td></td>
<td>Aug 1-Sep 9</td>
</tr>
<tr>
<td>Session D – 3 weeks</td>
<td></td>
<td></td>
<td></td>
<td>Aug 22-Sep 9</td>
</tr>
</tbody>
</table>
# UCLA Registrar's Office
## Annual Academic Calendar 2021-22

### FALL QUARTER 2021
- Quarter begins: Monday, September 20
- Instruction begins: Thursday, September 23
- Study List deadline (becomes official): Friday, October 8
- Veterans Day holiday: Thursday, November 11
- Thanksgiving holiday: Thursday-Friday, November 25-26
- Instruction ends: Friday, December 3
- Common final exams: Saturday-Sunday, December 4-5
- Final examinations: Monday-Friday, December 6-10
- Quarter ends: Friday, December 10
- Christmas holiday: Thursday-Friday, December 23-24
- New Year's holiday: Thursday-Friday, December 30-31
- Winter campus closure: TBD

### WINTER QUARTER 2022
- Quarter begins: Monday, January 3
- Instruction begins: Monday, January 3
- Study List deadline (becomes official): Friday, January 14
- Martin Luther King, Jr. holiday: Monday, January 17
- Presidents' Day holiday: Monday, February 21
- Instruction ends: Friday, March 11
- Common final exams: Saturday-Sunday, March 12-13
- Final examinations: Monday-Friday, March 14-18
- Quarter ends: Friday, March 18

### SPRING QUARTER 2022
- Quarter begins: Wednesday, March 23
- César Chávez holiday: Friday, March 25
- Instruction begins: Monday, March 28
- Study List deadline (becomes official): Friday, April 8
- Memorial Day holiday: Monday, May 30
- Instruction ends: Friday, June 3
- Common final exams: Saturday-Sunday, June 4-5
- Final examinations: Monday-Friday, June 6-10
- Quarter ends: Friday, June 10
- Commencement Ceremonies 2022: [Commencement website](#)

### SUMMER 2022
- Juneteenth holiday: Monday, June 20
- Summer session begins: Monday, June 20
- Independence Day holiday: Monday, July 4
- Labor Day holiday: Monday, September 5
- Summer session ends: Friday, September 9
MASTERS DEGREE TIMELINE:

First Year – Breadth Requirement & Program of Study
During your first year M.S. students should focus on completing their Breadth Requirements (if they haven't already – including the three CS 201s) as well as their Program of Study. The Program of Study details the two avenues M.S. students can pursue: Plan I (Thesis Option) or Plan II (Capstone Project). Please view the form for more details on each Plan. These forms are due your first year.

Second Year: ATC & Thesis or Capstone
Once you are close to finishing your course requirements for your M.S. degree, you cannot begin working on your Thesis or your Capstone Project until you have Advanced to Candidacy (ATC). In order to ATC, you must submit the ATC packet (instructions can be found on the CS Grad Newsletter webpage on the cs.ucla.edu website).

Please submit your completed ATC form one quarter prior to when you plan to turn in your thesis or Capstone (unless you plan to be registered and enrolled in course(s) the quarter you plan to finish and submit your capstone/thesis). The completed ATC packet should be submitted to the CS Grad Office (jalvarez@cs.ucla.edu) by the end of 2nd week of the quarter you plan to Advance to Candidacy. If you are doing the Thesis route, please be sure to fill out a Nomination of Committee Form in your ATC packet. Please review the instructions on the form on the type of Faculty that can serve as the Chair (i.e., your advisor) as well those that can serve on the committee.

For those doing a thesis, please make sure you attend a Graduate Division ETD workshop before you begin working on your Thesis. Also please check the Graduate Division ETD website for the deadlines for the quarter you plan to submit your thesis. Please note all committee members must have reviewed and signed off on the Thesis electronically via the Graduate Division website by the deadline.

For those doing the Capstone Project, you must turn in the Capstone Results Form with your advisor and two committee members signature on the form along with a copy of your abstract (the abstract is a paragraph long that includes the title of your Project and a synopsis on your project) to the CS Grad Office (jalvarez@cs.ucla.edu) by Friday of Finals week.
General Info for Grad Students

ACADEMIC ADVISORS
Your Academic Advisor assists you with planning your research for your Capstone/Thesis. For incoming M.S. students, the advisor you are assigned at the start of the M.S. program in the Fall quarter is your Initial Advisor. Please note the majority of M.S. students will change their advisor during the course of the program. You may always change your advisor, by completing the "Advisor Consent Form". You may select an advisor from the list of current faculty in the Computer Science Department. For a list of faculty and links to their web pages, go to: https://www.cs.ucla.edu/faculty/

ENROLLMENT AND COURSES
All graduate students must be enrolled in at least 12 units each quarter to maintain full-time student status. Students are responsible for checking your study list on MyUCLA prior to the third week of classes to ensure that you have enrolled in the correct courses.
Please note for the first pass for CS grad students you can only enroll in 8 units as this is designed to avoid "hoarding" courses and to ensure everyone has the opportunity to take CS grad courses.
Enrollment appointments are published on the Registrar’s Office webpage: www.registrar.ucla.edu/soc/enrollappt.htm
Enrollment in upper-division undergrad courses (100-level courses) will be announced by the CS Grad Office and grad students can only be enrolled through the CS Grad office. Please note filling out the ECR survey does not guarantee a spot in the course(s) you select on the survey but we will do our best with the space available once the Grad Office has access to enroll CS Grad Students in Undergrad Courses.
Additional University and department deadlines can be found online at Graduate Program Deadlines.

INDIVIDUAL STUDIES CLASSES
Individual Studies Classes are offered for variable units and may be used to satisfy the minimum 12-unit course work requirement each quarter. (Students must enroll for the course number that corresponds to their academic advisor. By enrolling in these courses, students agree to meet regularly with their academic advisor during the quarter.) Select the appropriate course according to your program of study:
CS 597a: Preparation for MS Comprehensive Exam (2-12 units). S/U grading.
CS 597b: Preparation for PhD Preliminary Exams (2-16 units). S/U grading.
CS 597c: Preparation for PhD Oral Qualifying Exam (2-16 units). S/U grading.
General Info for Grad Students

MyUCLA
MyUCLA allows you to have real-time access to your academic, financial, and personal records. You use MyUCLA to enroll in courses, access your BruinBill account, and maintain your contact information. For more information, go to my.ucla.edu.
MyUCLA availability:
Monday All day
Tuesday–Friday 6:00 a.m. – 1:00 a.m.
Saturday 6:00 a.m. – 1:00 a.m.
Sunday 6:00 p.m. – 12:00 a.m.

TEACHING APPRENTICESHIPS
Teaching apprenticeships (TA-ships) are available on an extremely limited basis depending on enrollment in courses and the department's annual budget. PhD students are given priority consideration for TA-ships, as they are required to satisfy a teaching requirement during their course of study at UCLA. MS students with the appropriate background may also be considered for teaching appointments as the need arises. TAs will be notified by email of an offer.
International students who are not native speakers of English are required to take and pass the TEST OF ORAL PROFICIENCY (TOP) before working as a TA in any department at UCLA. For more information about the TOP, go to www.oid.ucla.edu/training/top.
Graduate students who serve as TAs must pass CS 495: Teaching Assistant Training Seminar.
Teaching Apprentices must be registered and enrolled in a minimum of 12 units by the end of the third week of the quarter of their appointment or their benefits (fee remissions and health insurance) will be cancelled. TAs must have at least a 3.0 GPA at the time of their employment.
For information about Fee Remission Benefits for Teaching Apprentices, go to www.gdnet.ucla.edu/gss/appm/feeremission.pdf. Fee remissions do not cover all graduate student fees. It is the responsibility of the graduate student to ensure that those additional fees are paid by the applicable deadlines.

CS EMAIL
Faculty and staff primarily communicate with students through email. Therefore, it's important that you check your email regularly for important deadlines, notices, and announcements. Not all messages may apply to you so pay attention to the subject line. To apply for a departmental computer account, see Charlie Fritzius in 3413 BH. For more information on CS Computer Account policies, go to: Department Computing Facility. If you are having trouble accessing your CS email account please email help@cs.ucla.edu. Please provide your name and your UID.

UCLA LOGON ID
General Info for Grad Students

In addition to a department email account, students may also create a UCLA Logon ID, your campus online identifier. It is used for authentication to most online services on campus. It also provides eligible users with access to Bruin OnLine services that such as an e-mail account, network access, web hosting service, etc. To create and manage your account, go to https://logon.ucla.edu/. For Bruin Online information, go to: http://www.bol.ucla.edu/

BRUIN ALERT
BruinAlert was developed to communicate official information during an emergency or crisis that disrupts normal operation of the UCLA campus or threatens the health and safety of members of the campus community. Students with current e-mail addresses in MyUCLA are automatically enrolled in BruinAlert. Find more information at www.transportation.ucla.edu/bruinalert/

BRUIN BILL
All students are assigned a BruinBill account. A BruinBill account records all charges and payments (excluding housing) associated with registration along with other service charges that are assessed to students. Accounts are administered electronically (eBill, through MyUCLA).
We encourage you to check your BAR account regularly. Miscellaneous fees accrue throughout the quarter and are due by the 20th of each month. If unpaid, a late fee will be applied to your account each month.

DEPARTMENT KEYS
A swipe card is required to access the Graduate Workstation, Graduate Lounge, Graduate Student Offices, and department labs. To obtain a department swipe card, see Mildi Lopez-Duarte in Engineering VI room 277. You will be required to make a deposit for the key, fully refundable after you complete your studies at the department.

PAYROLL ISSUES
If you have questions regarding your employment paperwork and payroll issues at UCLA as a teaching apprentice or graduate researcher, speak with Therese Garcia, our department Payroll Coordinator, in Engineering VI room 277 or email her at therese@cs.ucla.edu

PARKING PERMITS
Parking for students is limited. However, if you have questions regarding a parking issue as part of your employment in the department as a teaching assistant or graduate researcher, speak with Therese Garcia in Engineering VI room 277 or email her at therese@cs.ucla.edu

COMPUTERS AND CONNECTIVITY
Direct questions regarding computer hardware and/or software to the staff at the Department Computing Facility at help@cs.ucla.edu.

REQUESTS FOR LETTERS OF STUDENT STATUS VERIFICATION
General Info for Grad Students

To request a letter to verify student status for CPT, CS Masters students please email the Graduate Student Affairs Office at jalvarez@cs.ucla.edu in the following format in a word doc (upon emailing this word doc please remove the content in parenthesis as it is listed below as instructions to help you write this content):

DATE:

RE: Curricular Practical Training for First Name Last Name (UID:), Quarter & Year (i.e. Fall 2019)

First Name Last Name is currently enrolled full-time in the Computer Science M.S. program at UCLA. He/She (please use appropriate pronoun) has advanced to candidacy on Month/Day/Year and is in good academic standing.

First name is seeking research experience in his/her specialized field of study through an internship. His/Her position will be performed with Insert full name of company (ex: Facebook Inc.) located at Type in Full address including city, state and zip code (ex: 10940 Wilshire Blvd., Suite 1100, Los Angeles, CA 90024) on a full-time basis from month/day/year to month/day/year.

This position relates directly and is integral to his/her Masters Capstone Project/Thesis (please type in one either Capstone or Thesis).

Thank you for your attention. Please contact me if you have any questions.

GRADUATE WORKSTATION

The Graduate Student Workstation is equipped with computers, printers, and a scanner for graduate student use. Students must have a swipe card to have access to the workstation. (See “Department Keys” for information about requesting a swipe card.)
Instructions and an example of submitting a Breadth Requirement Petition can be found at the CS Grad Student Handbook under the Masters of Science Program --> Breadth Requirement section: https://www.cs.ucla.edu/graduate-student-handbook/

Only Grades of B- or Higher May Be Used
If your institution has a numeric system, enter marks over total possible (eg - 90/150)

<table>
<thead>
<tr>
<th>Course</th>
<th>Option 1 UCLA Course</th>
<th>Option 2: Equivalent Course</th>
<th>Option 3 Credit by Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter:</td>
<td>School:</td>
<td></td>
<td>Signature:</td>
</tr>
<tr>
<td>Grade:</td>
<td>Course Title:</td>
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<td>Date:</td>
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<td>Quarter and Year:</td>
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<td>See list below</td>
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<td>Final Grade:</td>
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CS 180 - Theory

| Quarter: | School:               |                             | Signature:              |
| Grade:   | Course Title:         |                             | Date:                   |
|          | Quarter and Year:     |                             | See list below          |
|          | Final Grade:          |                             |                         |
|          | Row:                  |                             |                         |

For office use only:

( ) APPROVED
Grad Affairs Office Staff

Updated April 2015
REQUIREMENTS

Students are required to complete the equivalent of 8 courses to satisfy the Breadth Requirements for the graduate program: 5 upper-division undergraduate courses + 3 quarters of the CS 201 seminar course.

INSTRUCTIONS

Complete form on a computer and print entire form before getting signatures. Handwritten forms will not be accepted.

DEADLINE:  
- MS Students: 3rd quarter of study, or when complete
- PHD Students: 9th quarter of study, and before taking OQE

UPPER-DIVISION COURSES:

Students may select one or more of the following methods to meet the requirements for the 5 upper-division undergraduate courses:

- **UCLA COURSE**: Take the required UCLA course and receive a grade of B- or better. Indicate academic term of course completion and grade received. (GSAO staff will verify grades.)

- **EXAM**: The certifying instructor waives the need to take the course based on one or more exams, typically the midterm or final exam for the course, that the student has taken at UCLA. The certifying instructor must sign each selection to certify completion.

  *Certifying Instructors:*
  - CS 111: Eggert
  - CS 130: Eggert
  - CS 143: Cho or Zaniolo
  - CS 180: Gafni
  - CS 118: Gerla or Zhang
  - CS 131: Millstein
  - CS 161: Darwiche or Korf
  - CS 151B: Reinman or Tamir
  - CS 132: Palsberg
  - CS 174A: Soatto or Terzopoulos

- **EQUIVALENT COURSE**: Apply an equivalent course taken at another college/university in which a grade of B minus or better was earned. Indicate institution, course name and number, and grade received.

  Next - go to https://tinyurl.com/qfp8mc2. At the top of the page, select the course you are looking for equivalence. Find the university and course you are using, and write the row number (far left column) in the field to the right of your final grade. If your school AND course are not both listed here, leave it blank.

  Finally, attach a copy of your transcript to the form, hilite (with a hiliter only) the course you wish to use for equivalency, and note the UCLA CS course number next to it.

COMPUTER SCIENCE SEMINARS – CS 201:

Students are required to complete three 3 quarters of CS 201. Indicate the academic terms and grades in which the courses were completed and/or the term of current enrollment in the course.

COURSEWORK IN PROGRESS

If you have coursework in progress (either the main courses, or the 201s) list the quarter you will be taking it, and LEAVE THE GRADE BLANK.
UCLA Computer Science Department

PROPOSED M.S. PROGRAM OF STUDY

Student name: ___________________________ UID: ___________________________

Email: __________________________________ Date: ___________________________

(Planned) Term of completion of all course work: ___________________________ Major Field: ___________________________

<< Refer to the other side of this form for more information. >>

Indicate the plan you will be following to complete the M.S. degree:

☐ THESIS PLAN - PLAN I
List a total of 9 courses. 7 must be formal courses (taken for letter grades), and at least 4 of the 7 must be 200-level courses in Computer Science. 2 courses (or 8 units) must be CS 598, which involves work on the thesis. The remaining 3 courses are elective courses, which may be 100- or 200-level courses in Computer Science or 200-level courses in a related discipline, i.e. Electrical Engineering, Statistics, Bioinformatics, etc. DO NOT include CS 201 seminars.

☐ COMPREHENSIVE EXAMINATION PLAN (MS PROJECT) - PLAN II
List a total of 9 courses. At least 5 courses must be 200-level courses in Computer Science. (Taken for letter grades). 500-level courses cannot be applied. The remaining 4 courses are elective courses, which may be 100- or 200-level courses in Computer Science or 200-level courses in a related discipline, i.e. Electrical Engineering, Statistics, Bioinformatics, etc. DO NOT include CS 201 seminars.

PLEASE LIST COURSES IN ORDER OF TERM OF COMPLETION. ONLY COURSES WITH A FINAL GRADE OF B- OR HIGHER MAY BE USED.

<table>
<thead>
<tr>
<th>(Planned) Term of Completion</th>
<th>Course No.</th>
<th>Final Grade</th>
<th>Course Title (For 598s give instructor’s name)</th>
<th>Units Earned</th>
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<tbody>
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<td>9.</td>
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</table>

MUST TOTAL 36 UNITS:

Student Advisor: _____________________________________________________________

Student Advisor signature: _____________________________________________ Date: __________

Graduate Vice Chair approval (signature/date): ___________________________

9/2011
Petition for Advancement to Candidacy
Master's Degree

Student Name (last, first, middle) __________________________________________ UID __________________________

Master of ___________________________________ Major __________________________________

Specialization ___________________________ Advancement to Candidacy: Quarter ______ Year ______

Degree to be Awarded in: Quarter ______ Year ______ While: □ Registered and Enrolled
□ On Filing Fee

□ Plan I: Thesis
□ Plan II: Capstone

Foreign Language (enter language)
□ Completed If a foreign language is required, it must be completed before the submission of this form.
□ Not required

□ I have taken coursework towards my degree that is over five years old
   If yes, please have your department chair submit a memo with justification to why this coursework should be applied to your advancement to candidacy for the master's degree.

Have you previously earned a Master's degree?
□ No
□ Yes
   If Yes, list major/specialization: __________________________________________

Student Signature ___________________________________ Date __________

Chair or authorized departmental advisor signature __________________________ Date __________

For Office Use Only:

Registrar's Office Comments

__________________________________________________________

Academic Services Analyst Initials ____________________________

Dean, Graduate Division Signature __________________________ Date __________
Instructions on submitting the Capstone Project Results form packet can be found at https://www.cs.ucla.edu/graduate-office-newsletter/

UCLA Engineering
HENRY SAMUELI SCHOOL OF ENGINEERING AND APPLIED SCIENCE
Computer Science Department

M.S. CAPSTONE PROJECT RESULTS

Students must attach abstract of M.S. Capstone Project to this form.

Student Name: ______________________ ______________________ ______________________
last name first & middle initial UID

Field(s) of Interest: ______________________________

Project Title: __________________________________

<< Refer to the other side of this form for instructions. >>

Completion Date: ____________________________ (Date of the final faculty review.)

REVIEW COMMITTEE MEMBERS:

1. ______________________________
Signature

______________________________
Committee Member #1/Faculty Advisor (printed name)

RESULTS: (Circle one)

PASS  FAIL

Date

Department

2. ______________________________
Signature

______________________________
Committee Member #2 (printed name)

PASS  FAIL

Date

Department

3. ______________________________
Signature

______________________________
Committee Member #3 (printed name)

PASS  FAIL

Date

Department

05/16/16 I have attached the abstract of my M.S. Capstone Project. Please do not submit the entire project.
REQUIREMENTS FOR THE CAPSTONE PROJECT
Students must attach abstract of M.S. Capstone Project to this form.

- Under the supervision of a faculty member, students must develop and produce a project in the field of Computer Science that can be presented for review by a three-member committee.

The Review Committee must consist of at least two faculty members in Computer Science; the third member may be faculty in Computer Science or a related discipline.

- Upon completion of the project, students must receive a "PASS" from all members of the review committee.

FORM INSTRUCTIONS

DEADLINE: If on filing fee, the deadline is no later than Friday of Week 2 during the term in which the M.S. degree is to be awarded. If enrolled full-time and already advanced to candidacy, the deadline is no later than the last day of the term, Week 11, finals week.

1. Submit a completed project to members of the Review Committee, if on filing fee, at least, by the start of the quarter and, if enrolled full-time, at least two weeks before the last day of the term in which the M.S. degree is to be awarded. Refer to the current academic calendar for specific date.

2. Upon review, each member of the committee must assign a "PASS" or "FAIL" for the student’s project, and sign and date this form.

3. Students must attach an abstract or synopsis of their project to the results form and return it to the Graduate Student Affairs Office, if on filing fee, no later than Wednesday of Week 2 during the term in which the M.S. degree is to be awarded, and if enrolled full-time and already advanced to candidacy, no later than the last day of the term, Week 11, finals week, in which the M.S. degree is to be awarded.

<table>
<thead>
<tr>
<th>Status during term when Capstone Project or Thesis is submitted.</th>
<th>Deadline to submit the Capstone Project or Thesis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Fee</td>
<td>Friday of Week 2</td>
</tr>
<tr>
<td>Enrolled in 12+ units</td>
<td>Friday of Week 11 (Finals Week)</td>
</tr>
</tbody>
</table>

05/16/16
If you are doing the thesis option, this form should be included in your ATC packet. Instructions can be found at: https://www.cs.ucla.edu/graduate-office-newsletter/

UCLA GRADUATE DIVISION

(MS Thesis Only) NOMINATION OF MASTER'S COMMITTEE

Please type or print legibly. Read the regulations on the bottom half of this form before completing it.

SEND TO: Academic Services
1255 Murphy Hall
142801

FROM: School/Department/Interdepartmental Program of ____________________

Major: ____________________ Degree: ____________________

Student I.D. Number: __________ Last name: _______ First name: _______ Middle name: _______

Local Address: ____________________

Number and Street: ___________ City: _______ State: _______ Zip Code: _______

Tentative Thesis Title: ____________________

The Department nominates the following persons to serve as the Master's Thesis Committee:

NAME (FIRST, LAST) /Chair DEPARTMENT ACADEMIC RANK

_________________________ ___________________________ ___________________________

_________________________ ___________________________ ___________________________

_________________________ ___________________________ ___________________________

Signature of departmental chair or authorized faculty departmental graduate advisor

Date

REGULATIONS GOVERNING THE NOMINATION OF MASTER'S THESIS COMMITTEES

1. Master's Thesis committees are appointed by the Dean of the Graduate Division, acting for the Graduate Council, upon nomination by the Chair of the Department (or Interdepartmental Program), after consultation with the student.

2. Master's Thesis committees consist of a minimum of three faculty members from UCLA.

3. Master's Thesis committee members must hold one of the following academic ranks:
   A. Professor (any rank, regular series)
   B. Professor Emeritus
   C. Professor-in-Residence (any rank)
   D. Acting Professor (any rank)

4. Adjunct Professor (any rank), Professor of Clinical X (any rank), and Visiting Professor (any rank) may serve as one of the three regular members (not as chair) on professional [not M.A. or M.S.] master's thesis committees.

5. Acting Assistant Professors may serve as regular members but not as chairs.

6. The Chair of the committee and at least one other member must hold academic appointments in the student's department or interdepartmental program at UCLA.

7. Additional members from any of the above titles as well as those with the title of Lecturer may be appointed to the committee and/or serve as Co-Chairs, and shall have the same voting rights and responsibilities as the other committee members.

8. By petition, one of the minimum three members may be a faculty member from another UC campus who holds an appropriate appointment as listed above.

Rev: 10/15
How do I get a cs.ucla.edu email?
We will send you to a link for account signup.

Do I have to renew my cs.ucla.edu account?
Yes, about once a year (in the month of February) we will send an email to ask you to
go to a website to sign in and renew your account (This totally looks like a phishing
spam but we PGP sign this email so it is really from us. You should really verify the
PGP signature before trusting the message.)

Which wireless network should I use?
Eduroam is the preferred wireless network as it will work across campus. Wireless
printing will also work with this network. You will need an UCLA logon ID to use this
network.

Where can I print?
There are public printers in the Boelter Hall Graduate Student Workstation Room and
the Copy Rooms in Engineering 6. Instructions to add these printers are on
www.cs.ucla.edu click on Resources.

Is there a FAQ section?
Yes, please look on www.cs.ucla.edu under Resources.

Where to get computing help:
Please email help@cs.ucla.edu. On a business day, we will get back to you in a few
hours at most.