## 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>Summer 2022 travel study <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>Quarter begins</th>
<th>Sep 20</th>
<th>Mar 23</th>
<th>See summer rows below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to waive <strong>UCSHIP</strong> student health insurance</td>
<td>Sep 20</td>
<td>Dec 20</td>
<td>Mar 20</td>
</tr>
<tr>
<td><strong>Instruction begins</strong></td>
<td>Sep 23</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></td>
</tr>
<tr>
<td>Last day to pay <strong>registration fees</strong> without penalty</td>
<td>Sep 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>César Chávez holiday</strong></td>
<td>Sep 27</td>
<td>Jan 4</td>
<td></td>
</tr>
<tr>
<td><strong>Late registration fees</strong> automatically assessed to students not paid</td>
<td>Sep 28</td>
<td>Jan 4</td>
<td></td>
</tr>
</tbody>
</table>

### WEEK 1

<table>
<thead>
<tr>
<th>Quarter begins</th>
<th>Jan 3</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction begins</strong></td>
<td>Jan 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Classes dropped</strong> if fees not paid by 5 p.m.</td>
<td>Jan 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to pay <strong>registration fees</strong> without penalty</td>
<td>Sep 26</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>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>Jan 4</td>
<td>Mar 29 Aug 31</td>
</tr>
<tr>
<td><strong>Financial aid application</strong> (FAFSA and California Dream Act) for 2022-23 academic year</td>
<td>Fall 2021</td>
<td>Winter 2022</td>
<td>Spring 2022</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Summer 2022 financial aid</strong> application for UCLA continuing students online</td>
<td></td>
<td></td>
<td>Apr 1</td>
</tr>
<tr>
<td><strong>Summer 2022 travel study financial aid</strong> application deadline</td>
<td></td>
<td></td>
<td>Apr 2</td>
</tr>
</tbody>
</table>

### WEEK 2

- **Study list** becomes official at 11:59 p.m.  
  - Fall 2021: Oct 8  
  - Winter 2022: Jan 14  
  - Spring 2022: Apr 8
- **Classes dropped for nonpayment and wait lists dropped** at 11:59 p.m.  
  - Fall 2021: Oct 8  
  - Winter 2022: Jan 14  
  - Spring 2022: Apr 8
- Last day to **enroll without late study list fee** through MyUCLA  
  - Fall 2021: Oct 8  
  - Winter 2022: Jan 14  
  - Spring 2022: Apr 8
- Last day to **drop impacted classes** by 11:59 p.m.  
  - Fall 2021: Oct 8  
  - Winter 2022: Jan 14  
  - Spring 2022: Apr 8
- Last day to **change study list (add/drop)** without fee through MyUCLA  
  - Fall 2021: Oct 8  
  - Winter 2022: Jan 14  
  - Spring 2022: Apr 8
- Last day to file **undergraduate tuition reduction request** with College or school  
  - Fall 2021: Oct 8  
  - Winter 2022: Jan 14  
  - Spring 2022: Apr 8
- Last day to declare **bachelor’s degree candidacy** for current term, with fee depending on units completed  
  - Fall 2021: Oct 8  
  - Winter 2022: Jan 14  
  - Spring 2022: Apr 8
- Last day to file **master’s degree advancement to candidacy** petition with major department  
  - Fall 2021: Oct 8  
  - Winter 2022: Jan 14  
  - Spring 2022: Apr 8
- Last day to file **graduate leave of absence** petition with Graduate Div Academic Services  
  - Fall 2021: Oct 8  
  - Winter 2022: Jan 14  
  - Spring 2022: Apr 8

### WEEK 3

- **Martin Luther King, Jr. holiday**  
  - Fall 2021:  
  - Winter 2022: Jan 17  
  - Spring 2022:  
  - Summer 2022:  
- Last day for undergraduate students to **add classes** with per-class fee through MyUCLA  
  - Fall 2021: Oct 15  
  - Winter 2022: Jan 21  
  - Spring 2022: 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  
  - Fall 2021: Oct 15  
  - Winter 2022: Jan 21  
  - Spring 2022: Apr 15
- **Financial aid audit** census date; enrolled units verified to determine eligibility for term  
  - Fall 2021: Oct 15  
  - Winter 2022: Jan 21  
  - Spring 2022: Apr 15
- Last day to submit **UC intercampus exchange** application to Graduate Div Academic Services  
  - Fall 2021: Oct 15  
  - Winter 2022: Jan 21  
  - Spring 2022: Apr 15

### WEEK 4

- Last day to **drop nonimpacted classes** with per-class fee through MyUCLA, without transcript notation  
  - Fall 2021: Oct 22  
  - Winter 2022: Jan 28  
  - Spring 2022: Apr 22
- Undergraduate **course materials fees** assessed based on enrollment on Friday of week four  
  - Fall 2021: Oct 22  
  - Winter 2022: Jan 28  
  - Spring 2022: Apr 22

### WEEK 6

- Last day for undergraduates to **change grading basis** on optional P/NP courses, with per-class fee through MyUCLA  
  - Fall 2021: Nov 5  
  - Winter 2022: Feb 11  
  - Spring 2022: May 6
- **Veterans Day holiday**  
  - Fall 2021: Nov 11  
  - Winter 2022:  
  - Spring 2022:  
  - Summer 2022:  

### WEEK 7

- **Presidents’ Day holiday**  
  - Fall 2021:  
  - Winter 2022: Feb 21  
  - Spring 2022:  
  - Summer 2022:  
- Last day to **drop nonimpacted classes** (Letters and Science undergraduates) with per-class fee and transcript notation through MyUCLA  
  - Fall 2021: Nov 12  
  - Winter 2022: Feb 18  
  - Spring 2022: May 13
- Deadline for graduate students to **pay deferred registration fees**  
  - Fall 2021: Nov 12  
  - Winter 2022: Feb 20  
  - Spring 2022: May 20

### WEEK 8

- **Thanksgiving holiday**  
  - Fall 2021: Nov 25-26  
  - Winter 2022:  
  - Spring 2022:  
  - Summer 2022:  

### WEEK 9

- Deadline to file FAFSA and California Dream Act applications for 2021-22 academic year  
  - Fall 2021:  
  - Winter 2022:  
  - Spring 2022:  
  - Summer 2022: Mar 1
<table>
<thead>
<tr>
<th>WEEK 10</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Memorial Day holiday</strong></td>
<td></td>
<td></td>
<td></td>
<td>May 30</td>
</tr>
<tr>
<td>Last day to <strong>withdraw from current term</strong>; for retroactive withdrawal, consult with College or school advising office</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
</tr>
<tr>
<td>Last day to <strong>drop nonimpacted classes</strong> (Letters and Science undergraduates) by petition with instructor approval, per-class fee, and transcript notation</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
</tr>
<tr>
<td>Last day for graduate students to <strong>change grading basis</strong> of optional S/U-graded courses with per-class fee through MyUCLA</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
</tr>
<tr>
<td>Last day for graduate students to <strong>add/drop classes</strong> with per-class fee through MyUCLA</td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
</tr>
<tr>
<td><strong>Instruction ends</strong></td>
<td>Dec 3</td>
<td>Mar 11</td>
<td>Jun 3</td>
<td></td>
</tr>
</tbody>
</table>

**FINALS WEEK**

<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>Common final examinations</strong></td>
<td>Dec 4-5</td>
<td>Mar 12-13</td>
<td>Jun 4-5</td>
<td></td>
</tr>
<tr>
<td><strong>Final examinations</strong></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><strong>Quarter ends</strong></td>
<td>Dec 10</td>
<td>Mar 18</td>
<td>Jun 10</td>
<td></td>
</tr>
<tr>
<td><strong>Commencement weekend (by College/school)</strong></td>
<td></td>
<td></td>
<td></td>
<td>Jun 10-12</td>
</tr>
</tbody>
</table>

**POST TERM**

<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>Obtain GPA for term grades through MyUCLA</strong></td>
<td>Dec 22</td>
<td>Mar 30</td>
<td>Jun 22</td>
<td></td>
</tr>
<tr>
<td><strong>Christmas holiday</strong></td>
<td>Dec 23-24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Winter campus closure</strong></td>
<td>Dec 27-30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>New Year's holiday</strong></td>
<td>Dec 30-31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Degree appears on transcript</strong></td>
<td>Jan 21, 2022</td>
<td>Apr 29</td>
<td>Jul 29</td>
<td>Oct 22</td>
</tr>
</tbody>
</table>

**SUMMER SESSIONS**

<p>| Session A – 3 weeks                     |           |             |             | Jun 20-Jul 8 |
| Session A – 6 weeks                     |           |             |             | Jun 20-Jul 29|
| Session A – 8 weeks                     |           |             |             | Jun 20-Aug 12|
| Session A – 9 weeks                     |           |             |             | Jun 20-Aug 19|
| Session A – 10 weeks                    |           |             |             | Jun 20-Aug 26|
| <strong>Independence Day holiday</strong>            |           |             |             | Jul 4 |
| Session B – 3 weeks                     |           |             |             | Jul 11-29 |
| Session C – 3 weeks                     |           |             |             | Aug 1-19 |
| Session C – 6 weeks                     |           |             |             | Aug 1-Sep 9 |
| Session D – 3 weeks                     |           |             |             | Aug 22-Sep 9 |</p>
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL QUARTER 2021</strong></td>
<td></td>
</tr>
<tr>
<td>Quarter begins</td>
<td>Monday, September 20</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Thursday, September 23</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, October 8</td>
</tr>
<tr>
<td>Veterans Day holiday</td>
<td>Thursday, November 11</td>
</tr>
<tr>
<td>Thanksgiving holiday</td>
<td>Thursday-Friday, November 25-26</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, December 3</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, December 4-5</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, December 6-10</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, December 10</td>
</tr>
<tr>
<td>Christmas holiday</td>
<td>Thursday-Friday, December 23-24</td>
</tr>
<tr>
<td>New Year's holiday</td>
<td>Thursday-Friday, December 30-31</td>
</tr>
<tr>
<td>Winter campus closure</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>WINTER QUARTER 2022</strong></td>
<td></td>
</tr>
<tr>
<td>Quarter begins</td>
<td>Monday, January 3</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Monday, January 3</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, January 14</td>
</tr>
<tr>
<td>Martin Luther King, Jr. holiday</td>
<td>Monday, January 17</td>
</tr>
<tr>
<td>Presidents' Day holiday</td>
<td>Monday, February 21</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, March 11</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, March 12-13</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, March 14-18</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, March 18</td>
</tr>
<tr>
<td><strong>SPRING QUARTER 2022</strong></td>
<td></td>
</tr>
<tr>
<td>Quarter begins</td>
<td>Wednesday, March 23</td>
</tr>
<tr>
<td>César Chávez holiday</td>
<td>Friday, March 25</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Monday, March 28</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, April 8</td>
</tr>
<tr>
<td>Memorial Day holiday</td>
<td>Monday, May 30</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, June 3</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, June 4-5</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, June 6-10</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, June 10</td>
</tr>
<tr>
<td>Commencement Ceremonies 2022</td>
<td>[Commencement website]</td>
</tr>
<tr>
<td><strong>SUMMER 2022</strong></td>
<td></td>
</tr>
<tr>
<td>Juneteenth holiday</td>
<td>Monday, June 20</td>
</tr>
<tr>
<td>Summer session begins</td>
<td>Monday, June 20</td>
</tr>
<tr>
<td>Independence Day holiday</td>
<td>Monday, July 4</td>
</tr>
<tr>
<td>Labor Day holiday</td>
<td>Monday, September 5</td>
</tr>
<tr>
<td>Summer session ends</td>
<td>Friday, September 9</td>
</tr>
</tbody>
</table>
UCLA Engineering
HENRY SAMUEL SCHOOLS OF ENGINEERING AND APPLIED SCIENCE
Computer Science Department

General Info for Grad Students

ENROLLMENT AND COURSES
All CS 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.

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
General Info for Grad Students

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 (at least one quarter) 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
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/
General Info for Grad Students

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 Mildrid 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

For PhD students requesting CPT, 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):

General Info for Grad Students

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 Ph.D. program at UCLA. **He/She** has completed advanced course work in **Type in your Major Field**, **Type in your Minor Field** and **Type in your other Minor field**. **His/her** major field of concentration is **Insert Major Field here**. **First Name** has Advanced to Candidacy on **Month/Day/Year**.

**First Name** is seeking research experience in **his/her** specialized field of study through an internship. **His/her** internship position will be performed with **Insert full Name of Company (ex: CARA, 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-time basis from **month/day/year to month/day/year**.

This internship relates directly and is integral to **his/her** doctoral dissertation.

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.)
CS PhD Program And Academic Progress Requirements Time To Degree

To maintain satisfactory academic progress, Ph.D. students must reach the degree milestones by the following deadlines:

- Written Qualifying Exam: End of 2nd year (6th quarter)
- Breadth Requirement: End of 3rd year (9th quarter)
- Proposal of Fields: End of 3rd Year (9th quarter)
- Oral Qualifying Exam: End of 3rd year (9th quarter)
- Final Defense: End of 6th year (18th quarter)

The expected time to graduation of 6 years (18 quarters) accords with Graduate Division rules, which limit students to a maximum of 12 quarters as a teaching assistant and a maximum of 18 quarters combined as either a teaching assistant or research assistant.

Each year at the end of spring quarter, the entire faculty evaluates the academic progress of all Ph.D. students. A summary of each evaluation is sent by email to all students and their faculty advisors. These notifications indicate if the academic progress of students has been satisfactory or unsatisfactory. By default, the evaluations work as follows, but outcomes can differ based on the faculty discussion:

- A student who has completed all milestones that are required based on his/her length of time in the program receives an evaluation of “satisfactory progress.”
- A student who fails to meet one of the above deadlines for the first time receives an evaluation of “unsatisfactory progress.”

The student is typically given six months to complete the milestone and is re-evaluated at that point.

- A student who fails to meet the deadline required by a prior evaluation of “unsatisfactory progress” receives an evaluation of “unsatisfactory progress, subject to dismissal.” The student is typically given six more months to complete the milestone and is notified that he/she is subject to dismissal from the Ph.D. program if this deadline is not met.
- A student who fails to meet the deadline required by a prior evaluation of “unsatisfactory progress, subject to dismissal” will be discussed by the faculty. Based on input from the student’s faculty advisor and other information, the faculty may vote to dismiss the student from the Ph.D. program, or
Written Qualifying Exam (WQE) Spring 2020

If you plan to take the WQE for Spring 2020, please read the following instructions carefully. Failure to follow these instructions will result in the rejection of your WQE paper without review.

Steps for submitting your paper:


After creating the account, start the paper registration by clicking on "New submission". Enter the paper title, the author(s) information, the abstract, and PC conflicts. You do not have to submit the PDF file at this time. Click "Save draft" to register your paper. Note that in the "PC conflicts" item, you can only select your faculty advisor(s) and faculty co-authors of this WQE paper (if they are not on the list, don’t worry about it).

2. Fill in a cover page, which must be signed by your advisor, and submit it (hard copy) to the Graduate Student Office (291 Engineering VI) by Monday, May 4th, 11:59am. To download the cover page, click here.

If your advisor is out of town, an electronic signature is acceptable by email as long as your faculty advisor attests in his/her email message to the "Ph.D. Advisor’s Statement" on the cover page. The text of that statement must appear in the email. The email from the advisor must go to both you and Joseph Brown <jbrown@cs.ucla.edu>. A hard copy of the email must be attached to your cover page, that you must submit to the Graduate Student Office by the above deadline.


4. Note that all the deadlines are at 11:59am (not pm). All the deadlines are firm. There will be no extensions for any reason. Hence, it is strongly recommended that you perform all the required steps well ahead of the corresponding deadlines. In particular, submit a reasonable version of your paper early. You can keep submitting revised versions of the PDF file up to the submission deadline.

Requirements:

- You must be a Ph.D. student enrolled in at least 12 units this quarter in order to submit a WQE paper.
• Your WQE paper must not exceed **10 pages.** You must use **10pt Times font or larger** (11pt preferred). The margins must be at least **1”** (one inch) on all four sides (top, bottom, left, right). The entire document, including references, figures, tables, appendices, and any other type of material, must fit within the 10 pages.

• WQE submissions are not anonymous. Each submission must include the names of all the authors. In particular, if the WQE paper is substantially similar to another paper that has been published, submitted, or is expected to be submitted to a workshop, conference, or journal, this must be explicitly acknowledged. Furthermore, the names of all authors must appear in the WQE submission in the same order in which they appear or will appear in the workshop, conference, or journal submission or publication.

• The WQE submission will consist of a high-quality paper, **written entirely by the student.** This means that every sentence of the paper must be written by the student. The advisor or co-author(s) can suggest edits, but those edits must be made by the student. Nobody but the student may directly input or modify the text.

• Any contributions to the paper that are not the student’s, including those of their advisor, **must be explicitly acknowledged** in detail.

Specifically, on the **first page** of the WQE paper, in a separate paragraph at the end of the abstract, the student is required to specify, in detail, which parts of the paper represent the student’s own intellectual contributions. Any parts of the paper that are the contributions of others, including the advisor(s), must also be explicitly acknowledged in detail. There must be a separate sentence detailing the advisor's contribution to the research and paper. In addition, there must be a separate sentence detailing the contributions of each co-author of the paper, if any.

• The WQE paper can be either a research paper containing an original contribution, or a focused critical survey paper.

• The WQE paper must represent work that the student performed as a graduate student at UCLA.

• The WQE paper should demonstrate that the student understands and can integrate and communicate ideas clearly and concisely.

If you have any questions or concerns, please contact this quarter’s WQE coordinator, Prof. Alexander Sherstov, sherstov@cs.ucla.edu
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>
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<th>Course</th>
<th>Option 1 UCLA Course</th>
<th>Option 2: Equivalent Course</th>
<th>Option 3 Credit by Exam</th>
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|        | Date:                 |                             |                         |

See list below

| CS 180 - Theory | | | |
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| School:          | Course Title:    |                  |
| Quarter and Year:| Final Grade:     |                  |
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See list below

CS 201 Seminars

<p>| Quarter:         | Grade:           |</p>
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<th>Second</th>
<th>Third</th>
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For office use only:

( ) APPROVED
Grad Affairs Office Staff

Updated July 2019
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:** When you turn in your ATC forms
- **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: Ostrovsky
  - CS 118: Lu or Zhang
  - CS 131: Millstein
  - CS 161: Darwiche or Korf
  - CS 151B: Reinman or Tamir
  - CS 132: Palsberg
  - CS 174A: 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.
# PROPOSAL OF FIELDS OF STUDY FOR THE PH.D. DEGREE

**Name:**
- Last
- First
- Middle initial

**UID:**

**Email:**

**Date:**

## MAJOR FIELD:

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<th>Course number</th>
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- printed name
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## MINOR FIELD:

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## MINOR FIELD:

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**FIELD CHAIR:**
- printed name
- signature
- date

☐ APPROVED  ☐ DENIED (reason)

**PhD Advisor (printed name and signature)**

**Date**

☐ APPROVED  ☐ DENIED (reason)

**Graduate Vice Chair (signature)**

**Date**

10/9/2020
PROPOSAL OF FIELDS GUIDELINES & PROCEDURES

1. A “Proposal of Fields” form must be submitted to the Graduate Student Affairs Office (291 Engineering VI) by the end of the second year in the PhD program. The form can be revised later if necessary.

2. A major field consists of five courses, at least three of which must be graduate courses.

3. A minor field consists of two courses, at least one of which must be a graduate course.

4. Major and minor courses must be taken for a letter grade. The student must earn a minimum GPA of 3.33 in each major and minor field.

5. **STANDARD PROPOSALS:** The following pages provide guidelines for composing major and minor proposals in established fields. If the courses in a major or a minor field proposal adhere to these guidelines, it will not require the signature of the corresponding field chair. *Established fields:* Artificial Intelligence, Computational Systems Biology, Computer System Architecture, Computer Science Theory, Information and Data Management, Network Systems, Computer Graphics and Vision, and Software Systems.

6. **PROPOSALS WITH ONE OR MORE COURSE SUBSTITUTIONS:** A major or a minor field proposal in an established field and that deviates from the standard guidelines by one or more course substitutions must be approved by the corresponding field chair (who may consult with faculty in the field). The list of current field chairs is available at the Graduate Student Affairs Office or online at http://www.cs.ucla.edu/csd/academics/forms/field_chairs.pdf

7. **COURSE WORK TAKEN AT OTHER INSTITUTIONS:** No more than three equivalent or related *graduate* courses taken at other institutions may be applied towards satisfying the major or minor field requirements, subject to the following:

   - If a course taken at another institution is included in a major or minor field proposal, and falls within an established field, the proposal will be considered a deviation from the standard guidelines and must be approved by the corresponding field chair.
   - The graduate course must be taken while a graduate student.
   - The graduate course cannot have been applied towards an undergraduate degree.

8. **AD-HOC PROPOSALS:** A major or minor field proposal that does not fall in one of the established fields is considered an ad-hoc field proposal. Only one Ad hoc minor is allowed.

**GUIDELINES:**

All proposals for an ad-hoc field must be approved by the department. Students are strongly encouraged to submit their ad-hoc minor proposal for approval BEFORE taking any of the proposed course.

- The ad-hoc field should be a coherent set of courses in an identifiable area (body of knowledge) that is not a subfield of the area of the major or the minors. The ad-hoc field should provide a perspective that is different from the other fields. It cannot merely be a collection of two useful classes.

- If the ad-hoc field presents some overlap with topics that are generally associated with the other fields, the justification should carefully explain why this overlap does not impinge on the value of the minor to broadening the student’s Ph.D. education. If the Academic Policy Committee (APC) finds such an overlap, the student may be required to provide more information.
SUBMISSION & APPROVAL PROCEDURE:

- The proposal for an ad-hoc minor must be included in a completed Proposal of Fields and must be submitted together with a detailed, written justification explaining how the proposed ad-hoc minor meets the requirements above and supports the student’s research area. Include details on the two proposed classes for the minor (course description and/or course syllabus for each class).

Only one Ad hoc minor is allowed. Follow the checklist below:

1. Proposal of Fields must be completely filled out and signed off by the various field chairs prior to submitting the petition. Check with the Grad Office for field chair confirmation.
2. Provide a memo of support/justification from your advisor.
3. Provide an abstract of the two courses you would like approved for the proposal of fields.
   a. Abstract should address these points.
      i. Ad-hoc field should be a coherent set of courses in an identifiable area (body of knowledge) that is not a subfield of the area of the major or the minors thus make sure to address this issue.
      ii. Written justification explaining how the proposed ad-hoc minor meets the requirements above and supports your research area.
      iii. If the ad-hoc field presents some overlap with topics that are generally associated with the other fields, the justification should carefully explain why this overlap does not impinge on the value of the minor to broadening your Ph.D. education.
4. Include your transcript and mark do not highlight the course and grade received.
5. Send everything in a single PDF to Joseph Brown at jbrown@cs.ucla.edu. The order of the PDF items should be as follows:
   a. Signed Proposal of Fields
   b. Faculty Support/Justification memo
   c. Student abstract
   d. Unofficial Transcript with courses marked(*) not highlighted.
   e. PDF should be saved with your name.

- The Graduate Office will forward the proposal of fields to the Academic Policy Committee (APC). The subject line should read “Proposal for Ad-Hoc Proposal.”

Approval of an ad-hoc proposal requires a majority vote of the Academic Policy Committee (APC). The APC reviews petitions once a quarter. Petitions are not reviewed in the summer. The Graduate Office, on behalf of the committee, will inform students by email when a decision is reached.

10/9/2020
FIELD REQUIREMENTS

ARTIFICIAL INTELLIGENCE
A major field consists of any five of these courses, and a minor field consists of any two courses:

CS 161 CS 260 CS 261A CS 262A CS 262Z CS 263A CS 263B CS 264A CS 267A CS 268 CS M276A CS 279

Fundamentals of AI
Machine Learning Algorithms
Problem Solving and Search
Reasoning with Partial Beliefs
Seminar in Causal Reasoning
Language and Thought
Connectionist Natural Language Processing Introduction to Animat Modeling
Automated Reasoning: Theory and Applications Machine Perception
Pattern Recognition and Machine Learning Visual Recognition

COMPUTER SYSTEM ARCHITECTURE

Major field: Five courses, at least three of which must be graduate courses. Minor field: Two courses, at least one of which must be a graduate course.

Graduate courses: Any CS 25x or CS M25x course, plus CS M213A (Embedded Systems), unless the instructor explicitly wants to exclude the course from the list (since they judge that their course is not appropriate).

Undergraduate courses: CS M151B, CS 151C, CS M152B, EE 115C

COMPUTATIONAL SYSTEMS BIOLOGY

Major field: Three core courses and a year-long seminar series course (one course credit), plus one additional graduate course, selected from the Bioinformatics or Systems Biology option areas based on the student’s focus.

Minor Field: Two of the three core courses listed below. Core Courses:

1. CS M286B – Computational Systems Biology: Modeling and Simulation of Biological Systems
2. CS M221* - (formerly Chemistry 260) Bioinformatics methods
3. A molecular and cellular biology course chosen from the following, depending on the student’s background in life sciences:

   MCDB 100 MCDB C139 MCDB 144 MCDB 165A

Introduction to Cell Biology
Cell, Developmental & Molecular Neurobiology Molecular Biology
Biology of Cells

10/9/2020
Seminars: Regular CSB series (2-3 quarters each year) to be scheduled. Currently can choose from new Bioinformatics Series or Integrative Systems Biology Series in Biomath/Molecular Pharmacology.

Course options in Bioinformatics:

CS 222
CS 223
CS 224
CS 229
CS 270A BIOMATH M271

Bioinformatics Methods II
Statistics for Computational Biology Computational Genetics
Current Topics in Bioinformatics
Methods of Computational Science Statistical Methods in Computational Biology

Course Options in Systems Biology:

COMPUTER SCIENCE: CS 270A

CS M286B (Biomath M270) CS M286C
CS 296D

ELECTRICAL ENGINEERING:

Methods of Computational Science
Optimal Parameter Estimation & Experiment Design for Biomedical Systems Biomodeling Research and Research Communication Workshop Computational Cardiology

EE 131B EE 142

MATHEMATICS: MATH 151A MATH 151B

MATH 153 MATH 269B

Intro to Stochastic Processes
Control Systems: State Space Approach

Applied Numerical Methods I
Applied Numerical Methods II
Numerical Methods for Partial Differential Equations Advanced Numerical Analysis

MOLECULAR, CELL, AND DEVELOPMENTAL BIOLOGY: MCDB 165B Molecular Biology of the Cell Nucleus

PHYSIOLOGICAL SCIENCE
PHYSCI 166 Animal Physiology

ECOLOGY & EVOLUTIONARY BIOLOGY

EE BIOL 170

BIOMATHEMATICS BIOMATH 220

10/9/2020
BIOMATH M230

Animal Environmental Physiology

Kinetic and Steady State Models in Pharmacology and Physiology Computed Tomography: Theory and Applications

COMPUTER SCIENCE THEORY

Major field: Any five courses in the CS 28x series, provided at least two are from CS 280A, CS 280G, CS 281, CS 282A – one CS 18x course may be substituted for a CS 28x course.

Minor field: Any two courses in the CS 28x series taught by theory faculty, provided at least one course from CS 280A, CS 280G; CS 281; CS 282A - one CS 18x course may be substituted for a CS 28x course.

DATA SCIENCE COMPUTING

A major field is five courses, at least three of which are graduate courses. A minor field is two courses, at least one of which must be a graduate course.

For both major and minor fields, the courses must be from the following “CORE IDM” list:

CORE IDM

CS141 CS143 CS145 CS245 CS246 CS247 CS249
Data Science Fundamentals
Database Systems
Web Applications
Introduction to Data Mining
Big Data Analytics
Web Information Systems
Advanced Data Mining
Advanced Topics in Data Structure

For a major field, at most two courses from the above core IDM list can be replaced by any of the courses from the following "ANCILLARY IDM" list. For a minor field only one of the core courses can be replaced by a course from the ANCILLARY LIST:

Computer Science
CS 161 CS 205 CM 221 CM226 CS 230 CS 260 CS263 CS 264A CS 267A
Fundamentals of AI
Health Analytics
Introduction to Bioinformatics
Machine Learning in Bioinformatics
Problem Solving and Search
Machine Learning Algorithms
Natural Language Processing
Automated Reasoning: Theory and Applications
Probabilistic Programming and Relational Learning

BIO-MEDICAL PHYSICS:
BMEDPHY 210 Principles of Medical Image Processing
BMEDPHY 214 Medical Image Processing Systems

10/9/2020
COMPUTER NETWORKS SYSTEMS

A major field is five courses, at least three of which are graduate courses. A minor field is two courses, at least one of which must be a graduate course. For both major and minor fields, the courses must be from the following lists:

GRADUATE:

CS 211
CS 212
CS 213A/B CS 214
CS 215
CS 216
CS 217A/B CS 218
CS 219* CS 236
CS 246

Network Protocols and Systems Software design for the mobile Internet Queuing Systems Theory
Embedded Systems
Data Transmission in Computer Communications

Computer Communications and networks Distributed Multiaccess Control in Networks Advanced topics in Internet Research Advanced Computer Networks

Current Topics in Network Systems Computer Security
Web Information management

*For a major field, at most two of the courses can be CS 219. If a major field proposal has two CS 219's, then they must be given by different professors.
UNDERGRADUATE:

CS 111 CS 112 CS 113 CS 117 CS 118

Operating Systems Principles
Computer Systems Modeling Fundamentals Software Engineering Introduction to Distributed Embedded systems
Computer Networks – Physical Layer
Computer Networks Fundamentals

COMPUTER GRAPHICS AND VISION

The requirements for a major field are five courses from the above lists, at least three of which are graduate courses, subject to the following:

At least one course from L2, and Two courses from L3, or
At least one course from L4

The requirements for a minor field are two courses from the above lists, both of which are graduate courses:

One course from L2, and One course from L3

Given the following lists:

L1: CS 161 Introduction to Artificial Intelligence CS 174A Introduction to Computer Graphics
L2: CS 174C/274C CS 268
CS M276A (Cross listed as STATS 231)
Computer Animation
Machine Vision
Pattern Recognition and Machine Learning

L3: CS 174B CS 269 CS 275 CS 279

Image-based Modeling and Rendering
Humanoid Character Simulation
Artificial Life for Computer Graphics and Vision
Current Topics in Computer Science Methodology: Advanced Topics in Visual Recognition

STATS 232A (to be cross listed as a CS course) STATS 232B (to be cross listed as a CS course) STATS 238

Statistical Modeling and Learning for Image Science Statistical Computing and Inference for Image Science Vision as Bayesian Inference

L4: MATH 266A/B/C MATH 273 MATH 285J
MATH 269A/B/C
10/9/2020
SOFTWARE SYSTEMS

A major field is five courses, at least three of which are graduate courses. A minor field is two courses, at least one must be a graduate course.

For both major and minor fields, the courses must be from the following list: GRADUATE:

CS 230 CS 231 CS 232 CS 233A CS 233B CS 234 CS 235 CS 236 CS 239*

Software Engineering
Types and Programming Languages Static Program Analysis
Parallel Programming
Verification of Concurrent Programs Computer-Aided Verification Advanced Operating Systems
Computer Security

Current Topics in Computer Science: Programming Languages and Systems
(Offered by Rajive Bagrodia, Paul Eggert, Eddie Kohler, Rupak Majumdar, Todd Millstein, Jens Palsberg, Peter Reiher.)

*For a major field, at most two of the courses can be CS 239; and if a major field proposal has two CS 239’s, they must be taken from different professors. For a minor field, at most one of the courses can be 239.

UNDERGRADUATE:

CS 111 CS 130 CS 131 CS 132 CS 133 CS 136

Operating Systems Principles Software Engineering Programming Languages
Compiler Construction
Parallel and Distributed Computing Security

FIELD CHAIRS

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<th>AREA</th>
<th>FACULTY</th>
<th>ROOM</th>
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<tr>
<td>Artificial Intelligence</td>
<td>Richard Korf</td>
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<td><a href="mailto:korf@cs.ucla.edu">korf@cs.ucla.edu</a></td>
<td>206-5383</td>
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<tr>
<td>Architecture</td>
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<td>794-9755</td>
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<tr>
<td>Computational Systems</td>
<td>Eleazar Eskin</td>
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<td><a href="mailto:eeskin@cs.ucla.edu">eeskin@cs.ucla.edu</a></td>
<td>206-4490</td>
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<td>Biology</td>
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<tr>
<td>Data Science Computing</td>
<td>John Cho</td>
<td>3531H Boelter</td>
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<tr>
<td>Network Systems</td>
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<tr>
<td>Software &amp; Operating</td>
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<td>825-4033</td>
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<td>Systems</td>
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<td>Theory</td>
<td>Alexander Sherstov</td>
<td>Eng VI 465</td>
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<td>825-0866</td>
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<tr>
<td>Vision/Graphics</td>
<td>Demetri Terzopoulos</td>
<td>Eng VI 491A</td>
<td><a href="mailto:sherstov@cs.ucla.edu">sherstov@cs.ucla.edu</a></td>
<td>206-6946</td>
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</tbody>
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10/9/2020
ORAL QUALIFYING EXAM – CHECKLIST

1. REQUIREMENTS (DUE BEFORE ANYTHING ELSE CAN GO FORWARD)
   - Breadth Requirement Form (Due by the end of your 4th quarter of study)
   - Proposal of Fields (Due by the end of your 3rd quarter of study)
   - WQE (Due by the end of your 6th quarter of study)
   - All Coursework

2. NOMINATE YOUR DOCTORAL COMMITTEE (6 WEEKS BEFORE EXAM)
   - Complete the Nomination of Doctoral Committee Form www.gdnet.ucla.edu/gasaa/library/docnomin.pdf
   - Have your committee chair sign off on the form
   - Bring the completed document to 291 Eng VI 6 weeks prior to the exam.

3. REMOTE REQUEST – IF NECESSARY (6 WEEKS BEFORE EXAM)
   - If a member of your committee wishes to attend remotely (and only 1 “inside” member may do so, not including the chair), you must also at this time turn in a written request from your committee chair requesting remote participation for that member.

4. SCHEDULE A ROOM (4 WEEKS BEFORE EXAM)
   - Coordinate with your committee to find a date and time that will work for all of them
   - Go to the Student Affairs Office at 291 Eng VI with your date and time. They will schedule a room for you.

5. SUBMIT PROSPECTUS TO DOCTORAL COMMITTEE (2 WEEKS BEFORE EXAM)
   - Email or deliver your prospectus to each of your committee members
   - Email a copy to Joseph Brown (jbrown@cs.ucla.edu)

AFTER YOU COMPLETE YOUR QUALS, the CS Graduate Student Affairs Office will forward the signed Report on Oral Qualifying Exam to the Graduate Division. Once it’s processed, you will be charged fees that total $90 (for your Candidacy for Doctoral Degree). We suggest you check your BAR account 10-15 days after you complete your Quals.

If you have any questions, please do not hesitate to visit the CS Graduate Student Affairs Office, or email Joseph Brown at jbrown@cs.ucla.edu.

Due to various University Policies, failure to complete these steps without their allotted lead time (6 weeks, 4 weeks, and 2 weeks prior to your scheduled exam) may result in requiring you to reschedule your exam.

July 2019
FINAL DEFENSE – CHECKLIST

1. (OPTIONAL) RECONSTITUTE YOUR DOCTORAL COMMITTEE (6 WEEKS BEFORE EXAM)

If you need to add or change a committee member:

☐ Complete Sections I and II of the RECONSTITUTION OF COMMITTEE FORM
   Form found at: http://www.gdnet.ucla.edu/gasse/library/docreconst.pdf

☐ Have your chair sign next to his or her name (NOT at the bottom)

☐ Submit the form in to the Grad Affairs Office in 291 Eng VI 6 weeks prior to the exam

2. (OPTIONAL) REQUEST ONE REMOTE PARTICIPANT (6 WEEKS BEFORE EXAM)

☐ If a member of your committee wishes to attend remotely (and only 1 "inside" member may do so, excluding
   the chair), submit a written request from your chair requesting remote participation for that member.

3. SCHEDULE A ROOM (4 WEEKS BEFORE EXAM)

☐ Coordinate with your committee to find a date and time that will work for all of them

☐ Go to the Student Affairs Office at 291 Eng VI with your date and time or send an email request to Joseph
   Brown (jbrown@cs.ucla.edu). He will schedule a room for you. This must be done 4 weeks prior to the exam

4. SUBMIT DRAFT OF DISSERTATION TO COMMITTEE MEMBERS (4 WEEKS BEFORE EXAM)

☐ Email or deliver your dissertation to your committee members

5. EMAIL ABSTRACT & TITLE TO THE CS GRAD AFFAIRS OFFICE (2 WEEKS BEFORE EXAM)

☐ Email an abstract and title of your dissertation to Joseph Brown (jbrown@cs.ucla.edu) in the CS Graduate
   Student Affairs Office. This information will be used to announce your defense to the faculty.

6. UPLOAD YOUR DISSERTATION AND LET THE GSAO OFFICE KNOW WHEN YOU HAVE DONE SO.

If you have any questions, please do not hesitate to visit the CS Graduate Student Affairs Office, or email Joseph Brown
at jbrown@cs.ucla.edu.

Due to various University Policies, failure to complete these steps without
their allotted lead time (6 weeks, 4 weeks, and 2 weeks prior to your
scheduled exam) may result in requiring you to reschedule your exam.
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.