

## GENERAL INFORMATION FOR NEW GRADUATE STUDENTS 2011

Welcome to the Computer Science Department! The following are general policies and procedures for the Department and the University. We hope you find this information helpful.

### **THE GRADUATE STUDENT AFFAIRS OFFICE**

The Graduate Student Affairs Office is here to help guide you through the program requirements and to answer administrative questions you might have throughout your studies.

Office Hours: Monday-Friday 8:00 a.m. – 5:00 p.m. (Closed 12pm – 1pm)

Location: 4403 Boelter Hall

Fax: (310) 206-8133

Graduate Student Affairs Officers:	Steve Arbuckle arbuckle@cs.ucla.edu (310) 825-6830	Craig Jessen craig@cs.ucla.edu (310) 825-0060
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### **FACULTY ADVISORS**

Your Faculty Advisor assists you with planning your course of study and answering questions concerning courses, course materials, and research in your area of interest. Therefore, it is important that you meet with your academic advisor regularly throughout your graduate studies at UCLA. You can always change your advisor by completing the “Petition for Change of Advisor” available in the Graduate Student Affairs Office. For a list of faculty and links to their web pages, go to: <http://www.cs.ucla.edu/csd/people/faculty.html>

PHD students are assigned advisors upon admission to the Computer Science Department.

MS students are assigned an initial advisor, but are expected to find a permanent advisor preferably by the end of your second quarter, and no later than your third quarter. Once you’ve selected a faculty member, you must complete the “Advisor Consent Form” and return it to the Graduate Student Affairs Office.

### **ENROLLMENT AND COURSES**

**ENROLLMENT:** All graduate students must be enrolled in at least 12 units each quarter to maintain full-time student status.

**Enrollment appointments** are published on the Registrar’s Office webpage:  
[www.registrar.ucla.edu/calendar/calf12.htm](http://www.registrar.ucla.edu/calendar/calf12.htm)

Fall 2011 – June 18

Winter 2012 – November 13

Spring 2012 – February 11

*(“Enrollment and Courses” continued in next page)*

**ENROLLMENT:**  
(continued from  
previous page)

**Enrollment in upper-division undergrad courses (100-level courses)** begin *after* the date of the "Second Pass." (You may override warnings about unmet prerequisite courses by clicking the box below the prompt.)

Fall 2011 – June 28  
Winter 2012 – November 26  
Spring 2012 – February 22

**Last Day to pay registration fees:**

Fall 2011 – September 20  
Winter 2012 – December 20  
Spring 2012 – March 20

**Last Day to Add/Drop courses without a fee:**

Fall 2011 – October 12  
Winter 2012 – January 18  
Spring 2012 – April 12

Additional University and department deadlines can be found online at:  
[www.cs.ucla.edu/csd/academics/grad-office/gradoffice.html](http://www.cs.ucla.edu/csd/academics/grad-office/gradoffice.html)

You are responsible for checking your study list on URSA prior to the third week of classes to ensure that you have enrolled in the correct courses.

**COURSES:**

**Computer Science Seminar (CS 201)** is offered every quarter. Graduate students are required to take at least three quarters of CS 201 for each degree obtained, and pass the courses with "Satisfactory (S)" grades.

**Individual Studies Classes (500-level courses)** 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 598: Research for and Preparation of MS Thesis (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.  
CS 599: Research for and Preparation of PhD Thesis (2-16 units). S/U grading

**To register for an Individual Studies Class, Follow These 5 Steps:**

- 1) Talk to your advisor to determine:
    - Which course(s) (if any) you should enroll in
    - How many units you should enroll for
    - What work must be done for a satisfactory grade
    - When is that work due
  - 2) Log on to URSA
  - 3) Select "Find a Class to Enroll"
  - 4) On the following page, click Checkbox 2 and select "Computer Science
  - 5) Below that, change the view type to "Graduate Individual Classes."
- Hit submit, and you will see the course selection.

## **GENERAL INFORMATION**

**URSA:** The University Records System Access (URSA) allows you to have real-time access to your academic, financial, and personal records. You use URSA to enroll in courses, access your Billing and Receivable (BAR) account, and maintain your contact information. For more information, go to: [www.ursa.ucla.edu](http://www.ursa.ucla.edu)

URSA 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.

**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: [www.cs.ucla.edu/csd/pcf/pcf.html](http://www.cs.ucla.edu/csd/pcf/pcf.html)

**UCLA LOGON ID:** In addition to a department email account, students must create a UCLA Logon ID, which 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 URSA are automatically enrolled in BruinAlert. Find more information at [www.transportation.ucla.edu/bruinalert/](http://www.transportation.ucla.edu/bruinalert/)

**REFERENCES:** For information regarding guidelines and procedures for obtaining a graduate degree, refer to the *Standards & Procedures for Graduate Study at UCLA*. A pdf of this publication is available online, <http://www.gdnet.ucla.edu/gasaa/library/spfsg.pdf>

Information about deadlines and required departmental and Graduate Division forms can be found in the Graduate Student Affairs Office and online at [www.cs.ucla.edu/csd/academics/grad-office/gradoffice.html](http://www.cs.ucla.edu/csd/academics/grad-office/gradoffice.html).

**BAR ACCOUNT:** All students are assigned a BAR (Billing and Accounts Receivable) account. A BAR 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 URSA).

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.

**STUDENT MAILBOXES:** Graduate student mailboxes are located in the Graduate Student Affairs Office, 4403 Boelter Hall. Keep in mind that these mailboxes are to be used for University business only. Unclaimed letters, publications, and packages are either returned to the sender unopened or discarded each year at the end of the summer quarter. It is your responsibility to check the mailbox if you are expecting mail. The Graduate Student Office is not responsible for lost or damaged mail.

**COMPUTER QUESTIONS:** Direct questions regarding computer hardware and/or software to the staff at the Department Computing Facility at [help@cs.ucla.edu](mailto:help@cs.ucla.edu).

*("General Information" continued in next page)*

## **GENERAL INFORMATION (Continued)**

<b><u>GRADUATE WORKSTATION:</u></b>	The Graduate Student Workstation (3286 BH) 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.)
<b><u>GRADUATE STUDENT LOUNGE:</u></b>	Students may work, play, and relax in the Graduate Student Lounge (3256-S BH). Work: Tables, chairs, and a soon-to-be installed whiteboard and presentation screen are available for student meetings. Relax/Play: The Lounge also has comfortable couches and a regulation foosball table.
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<b><u>DEPARTMENT KEYS:</u></b>	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 Marty Revilla in 4732-L. You will be required to make a \$10 deposit for the key, fully refundable after you complete the your studies at the department.
<b><u>PAYROLL ISSUES:</u></b>	If you have questions regarding your employment paperwork and payroll issues at UCLA as a teaching apprentice or graduate researcher, speak with Freda Robinson, our department Payroll Coordinator, in 4732-G BH or email her at <a href="mailto:freda@cs.ucla.edu">freda@cs.ucla.edu</a> .
<b><u>PARKING PERMITS:</u></b>	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 Marty Revilla in 4732-L BH or email him at <a href="mailto:mrevilla@cs.ucla.edu">mrevilla@cs.ucla.edu</a> .
<b><u>GRADUATE STUDENT OFFICES: SEAS CAFÉ:</u></b>	The availability of student offices and access to department equipment like copiers, telephones, etc. is limited. Students should speak to their advisor regarding availability.  The School of Engineering has a small student-run snack shop located in 5800 BH. Students may purchase beverages and snacks (coffee, soda, chips, ice cream). The SEAS Café is a cash only establishment.

## **TEACHING APPRENTICESHIPS**

Teaching apprenticeships (TA-ships) are available on a limited basis depending on enrollment in courses and the department's annual budget.

Only PhD students are considered for TA-ships, as they are required to satisfy a teaching requirement (at least one quarter) during their course of study at UCLA. Applications for TA-ships are available at the Graduate Student Affairs Office or online at [www.cs.ucla.edu/csd/academics/grad-office/forms.html](http://www.cs.ucla.edu/csd/academics/grad-office/forms.html), and must be submitted to the Graduate Student Affairs Office. 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/units/top](http://www.oid.ucla.edu/units/top).

Graduate students who serve as TAs must pass **CS 495, the Teaching Assistant Training Seminar**. An equivalent teaching training seminar may be acceptable. Contact Prof. Richard Korf ([korf@cs.ucla.edu](mailto:korf@cs.ucla.edu)) if you believe you have already taken an equivalent course.

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](http://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.

## **REQUESTS FOR LETTERS OF STUDENT STATUS VERIFICATION**

To request a letter to verify student status, please email the Graduate Student Affairs Office 2-3 days in advance with the following information. You will be notified when the letter is ready:

- Your name
- Student ID number
- Purpose of the letter
- To whom the letter should be addressed
- Expected degree date
- Other relevant information

## **USEFUL WEBSITES**

The Graduate Division: Orientation Guide: [www.gdnet.ucla.edu/orientation.html](http://www.gdnet.ucla.edu/orientation.html)

The Graduate Division - Information for Current Students: [www.gdnet.ucla.edu/current.html](http://www.gdnet.ucla.edu/current.html)

Schedule of Classes: [www.registrar.ucla.edu/schedule/schedulehome.aspx](http://www.registrar.ucla.edu/schedule/schedulehome.aspx)

The Registrar's Office - Information for Current Students: [www.registrar.ucla.edu/current/](http://www.registrar.ucla.edu/current/)

The Registrar's Office - Frequently Asked Questions: [www.registrar.ucla.edu/faq/](http://www.registrar.ucla.edu/faq/)

The Dashew Center for International Students and Scholars: [www.internationalcenter.ucla.edu/](http://www.internationalcenter.ucla.edu/)

URSA: The UCLA University Records System Access: [www.ursa.ucla.edu/Default.asp](http://www.ursa.ucla.edu/Default.asp)

MyUCLA: Student Portal to UCLA: [www.my.ucla.edu/](http://www.my.ucla.edu/)

UCLA Computer Science Department: [cs.ucla.edu](http://cs.ucla.edu)

The Henry Samueli School of Engineering and Applied Science (HSSEAS): [www.engineer.ucla.edu/](http://www.engineer.ucla.edu/)