



2021-2022  
Graduate Student Handbook  
Department of Electrical and Computer Engineering  
University of California, San Diego

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## ece student affairs mission statement

The mission of ECE Student Affairs is to facilitate ECE faculty, graduate, and undergraduate students in understanding and navigating UCSD administrative processes in order to achieve success in their research, education and professional endeavors, and to prepare students to become engaged and constructive members of a diverse, dynamic and global society.

Objectives:

- To foster a healthy and cooperative community for ECE faculty, students, and staff
- To motivate and inspire students to be independent, intelligent, and innovative engineering professionals
- To build relationships with alumni and industry partners

## ece graduate student advising services

The Advisors in the ECE Graduate Student Affairs Office have specific and detailed knowledge about the department's degree requirements and general graduate student regulations. They can provide information about all matters related to the department rules, policies and regulations pertaining to graduate study.

An ECE Graduate Student Affairs Advisor can assist you with:

Graduate admissions

Orientation, registration, and initial curriculum advising / planning

General advising on course requirements, including the procedures involved in:

- Adding and dropping classes
- Changes to department, major, degree aim or objective
- Half-time study
- Leave of absence, extension, and withdrawal
- Transferring credit
- Grading disputes

Degree information, procedures, and completion

Academic progress

University and departmental policies, procedures and regulations affecting students

Evaluations, including spring evaluations, teacher and course evaluations and TA evaluations

Examination Preparation:

- Master's Thesis
- Comprehensive/Preliminary exam
- Qualifying exam
- Final defense and filing of the dissertation

Financial assistance (fellowships and teaching/research assistantships)

TA/Tutor/Reader quarterly assignment

Conduct problem solving sessions for informal complaints and conflict resolution

Advice on research, job, and internship opportunities, and recommend faculty advisors

Develop and plan activities that maintain and improve ECE graduate student life

Comprehensive referrals for campus resources and academic processes

## contact information

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# enrollment and registration

## COURSE OFFERINGS

The following websites provide detailed descriptions of ECE and other department courses offered at UCSD:

ECE Course Offerings and Teaching Schedule (subject to change):

<http://ece.ucsd.edu/courses>

UCSD General Catalog:

[www.ucsd.edu/catalog/](http://www.ucsd.edu/catalog/)

## CURRICULUM ADVISORS

Each of the department's thirteen research areas is led by a faculty member who serves as the ECE curriculum advisor. These faculty members serve as general advisors for all M.S. students and Ph.D. students who have not formally identified a research advisor. The names and contact information for each Curriculum Advisor is listed in each major's 2021-22 Curriculum Planner.

*Note for Ph.D. and M.S. Thesis Students:* If you select or change your research advisor, please contact the ECE Graduate Student Affairs Office as soon as possible.

## RESEARCH ADVISOR

M.S. students selecting the Plan I (Thesis) option and Ph.D. students are required to establish a research advisor by the end of their first year of study.

Only professors in Electrical & Computer Engineering can serve as the sole chair of a committee. If your co-chair/advisor is from an outside department, you will need to have a co-chair/advisor from Electrical & Computer Engineering. Affiliate and adjunct professors are not allowed to serve as a sole advisor/chair of exam committees.

## THE DEGREE PLANNER

Degree Planners are available at the ECE website:

[Degree Planners for MS students](#)

[Degree Planners for Ph.D. students](#)

Each ECE student is highly encouraged to complete a Degree Planner to map out their courses for the duration of the M.S. program.

Deviation from the major's Degree Planner requires pre-approval of the curriculum/research advisor.

Students are strongly encouraged to discuss their academic program with their curriculum/research advisor regularly, at least once per academic year. Course plan changes are very common.

## GRADUATE COURSES

All UCSD graduate courses are listed as 200-level classes.

Graduate students may also enroll in specific upper-division undergraduate courses listed on the degree planners to satisfy the "Technical Elective" degree requirement. Refer to the Degree Planner for your major to determine how upper-division undergraduate courses would fit with your degree requirements.

Graduate series courses (i.e. ECE 264 A/B/C & ECE 265 A/B/C) require a minimum grade of "B-" in order for students to be allowed to enroll in the next course in the series.

## ENROLLMENT

After discussing your Degree Planner with your curriculum/research advisor, you may log onto your TritonLink account ([www.tritonlink.ucsd.edu](http://www.tritonlink.ucsd.edu)) and waitlist for ECE courses through WebReg. (Instructions for creating a TritonLink account are sent to each student by Graduate Division.) WebReg allows you to:

- Select the term you are enrolling in
- Add/Drop classes
- Choose a grading option
- See the list of required textbooks
- Create a weekly planner
- View how many seats are available
- See when the course's Final Exam is scheduled

To enroll in ECE graduate courses (200+ level), log onto Webreg and search for the ECE Graduate course you would like to take. Select the "waitlist" button on the right side of the screen to put yourself on the waitlist. If the ECE Student Affairs office clears you from the waitlist and gives you permission to enroll in your desired course, you will receive an email from [ece-gradoffice@eng.ucsd.edu](mailto:ece-gradoffice@eng.ucsd.edu) giving you **48 hours** to drop yourself from the waitlist, and manually enroll. You WILL NOT be automatically enrolled in the course once

cleared from the waitlist. After receiving the email from the ECE-Grad Office stating you have been pre-authorized to enroll in the class, you need to log back into Webreg and drop yourself from the course's waitlist within **48 hours**. Once you log in, select the "Drop" button. You will search for the course again and will now select the "Enroll" button. When classes are full, students may waitlist via WebReg. The waitlist does not guarantee a space in the class; spaces are automatically filled on a first-come, first-served basis. You will be notified through your UCSD e-mail account if you are added to the class.

It is the responsibility of each graduate student to be aware of course prerequisites, and meet all enrollment and registration (fee payment) deadlines.

More information regarding [student enrollment](#).

[UCSD Enrollment and Registration Calendar](#) lists all enrollment deadlines.

## ADDING AND DROPPING COURSES

A graduate student may add or drop classes, change sections of a given course, change grading options, or change the number of units for a course until the end of the second week of instruction via WebReg. Graduate students may not use WebReg after the second week of the quarter. Instead, they must create a request through the (instructions and login information found in link) [Enrollment Authorization System \(EASy\)](#).

Students must obtain permission to enroll in courses for which they do not meet the prerequisite(s). This includes courses across all departments and is done via the Enrollment Authorization System (EASy).

The ECE Student Affairs Office will review and process each EASy request. Students must be enrolled in less than 16 units; students will not be pre-authorized if their course load will exceed 16 units after they enroll in the requested course.

### Adding Courses after 2nd Week of the Quarter

A graduate student may add a class by submitting an Enrollment Authorization System (EASy) request by the Friday of the tenth week of the quarter.

All courses added after the second week of the quarter require two approvals—from the ECE Graduate Affairs Office and the Registrar. You can track the status of your request through the Enrollment Authorization System (EASy) portal.

### Changing Units/Grading Options after 2nd Week of the Quarter

All grading option changes must be made by Friday of the fourth week of the quarter by submitting an Enrollment Authorization System (EASy) request.

Changes to the grading option or units of a course (i.e. ECE 299) require three approvals—from the instructor, the ECE Graduate Affairs Office, and Graduate Division.

### Dropping Courses after 2nd Week of the Quarter

A graduate student may drop a class by submitting an Enrollment Authorization System (EASy) request by the ninth week of the quarter.

Classes dropped before the end of the fourth week will not appear on the transcript.

Courses dropped after the end of the fourth week of instruction and before the end of the ninth week of instruction will remain on the transcript as a "W". Students may not drop courses after the end of the ninth week of instruction and will receive the earned grade or an Incomplete, if applicable.

All courses dropped after the second week require two approvals—from the ECE Graduate Affairs office, and Graduate Division.

International students and students receiving financial support must maintain 12 units for the entire quarter.

## AUDITING COURSES

Students may audit courses only with the explicit and continuing consent of the faculty member in charge of the course. The instructor is not obligated to devote time to the work of individuals not officially enrolled in the course. Audited courses are not considered enrollment; they therefore do not satisfy enrollment requirements such as units towards full-time study. Additionally, audited courses may not be used to satisfy degree requirements.

## GRADES

ECE graduate students who have not earned a Master's degree are required to take 48 units of course work to complete their Master's degree requirements. Only upper-division (100-level) and graduate (200-level) courses in which a student is assigned grades A, B, C (including plus [+] or minus [-]) or S ("Satisfactory") can be used to satisfy degree requirements. (The ECE

graduate research course, ECE 299, is the only course where the S/U grading option is allowed.)

Courses for which a D or F is assigned cannot be used to meet degree requirements.

## ACADEMIC STANDING

To be in good academic standing, students must meet the following university standards:

- maintain a GPA of 3.0 in upper-division, graduate, and professional course work
- must not have accumulated more than eight units of F and/or U (“Unsatisfactory”) grades overall
- a satisfactory spring evaluation (for Ph.D. Candidates & JDP Students)

Students who are not in good academic standing for any reason are subject to probation and/or disqualification from further graduate study.

## GRADE CHANGES

All grades except “Incomplete,” “In Progress,” or Blank are final when filed by the instructor unless a clerical or procedural error is discovered. No change of a final grade may be made on the basis of revision of a student’s work.

## REPETITION OF COURSES

A student assigned a grade of D, F, or U must petition to repeat the course on the same grading basis for which it was first taken. (That is, a course in which a grade of D or F has been received may not be repeated on an S/U basis. Conversely, a course in which a grade of U has been awarded may not be repeated on the basis of a letter grade.) Both grades are counted towards the student’s GPA. Degree credit for a course will be given only once. Students who wish to repeat a course may obtain a general petition from the ECE Graduate Student Affairs Office.

## S/U GRADING OPTION (SATISFACTORY/UNSATISFACTORY)

The minimum standard of performance for a grade of Satisfactory shall be the same as the minimum for a grade of B–.

With the approval of the Graduate Council, ECE may offer graduate courses in which graduate students may

elect to be evaluated on a Satisfactory/Unsatisfactory basis, and courses in which S/U grading shall be the only grading option. Grading options for a given course are identified in course listings in the UCSD General Catalog: [www.ucsd.edu/catalog/courses/ECE.html](http://www.ucsd.edu/catalog/courses/ECE.html)

Registration on an S/U basis must take place at the beginning of the quarter. Units graded “S” shall be disregarded in determining a student’s grade-point average. Courses with a grade of “U” may not be used to satisfy degree requirements.

## W (COURSE WITHDRAWAL)

Students who withdraw from the University or drop a course between the beginning of the fifth week of instruction and the end of the ninth week of instruction will be assigned a W (“Withdrew”) by the Registrar for each course affected. Students are only permitted one (1) “W” grade per course. If a student receives a “W” grade for a specific course and attempts to re-take the course, they cannot withdraw from the course a second time. Courses in which a “W” has been assigned will be disregarded in determining a student’s grade-point average.

Students who discontinue graduate study at any time during a quarter without first receiving approval for formal withdrawal or leave of absence will receive failing grades for all course work undertaken.

Formal withdrawal requires completing an online Leave of Absence, Extension and/or Withdrawal form prior to leaving campus with the Graduate Division. When a student is approved for formal withdrawal before the end of the fourth week of instruction, no course entries will appear on the transcript for that quarter.

For more information about formal withdrawal and/or leave of absence, please see the “Leave of Absence and Withdrawal” section of this handbook.

## FINAL GRADES

You may access your full UCSD graduate academic record on TritonLink in “Academic History”. While grades submitted by instructors at the end of the quarter are generally considered final, you should carefully examine your academic history for omissions and clerical errors and consult with instructors and the Office of the Registrar to clarify any discrepancies.

All outstanding incomplete grades and NRs assigned by the Registrar will lapse to a F or U unless cleared by the end of the current quarter.

## TRANSFERRING CREDITS

### [Graduate Division's official transfer credit policy](#)

Courses used for a previous degree may not be transferred. A letter and a transcript from the institution from which the courses are being transferred stating the courses were not used toward another degree is required.

Coursework approved for transfer credit will not be included in calculating a student's grade-point average, regardless of the source.

See an advisor in the ECE Graduate Student Affairs Office for a general petition and assistance in transferring credits.

### University of California Coursework

With the approval of ECE and the Dean of Graduate Studies, graduate coursework completed with a grade of B– or better while in graduate standing at another campus of the University of California may be accepted to satisfy one of the three quarters of residence. Up to one-half of the total units required for a master's degree may be transferred to UCSD.

### Non-UC Coursework

Students may transfer a maximum of 8 quarter units from universities outside of the University of California system. All coursework must be completed prior to matriculation.

## FULL-TIME STUDY

All ECE students are expected to enroll full-time and register for at least twelve units each quarter during the academic year until the completion of all requirements for the degree, including the filing of the thesis or dissertation.

Graduate students holding half-time appointments (50 percent time or 20 hours per week) as graduate student researchers, teaching assistants, tutors, readers, or other employment titles, or who receive support from traineeships, fellowships, or scholarships paid through the university or directly to the student, must be enrolled full-time.

International students with F-1 or J-1 visas must be enrolled full-time each quarter during the academic year to remain in visa compliance.

Failure to register or take a leave of absence constitutes withdrawal from graduate studies.

## HALF-TIME/PART-TIME STUDY

Students who enroll in seven to eleven units in a quarter are considered part-time status and pay the same fees as full-time status.

Part-time students are eligible, at the discretion of ECE, for appointment up to 25 percent time teaching or research assistantships.

Half-time students are approved by ECE and the Dean of Graduate Studies to enroll in six units or fewer for reasons of occupation, family responsibilities, or health. Students who would like to make a half-time request must submit an [online half-time petition](#) by the Friday of the second week of the quarter:

The online form is routed to the ECE Student Affairs Office and then Graduate Division for approval.

International students should also review the [International Students & Programs Office half-time study website](#).

## ENROLLMENT LIMITS

As noted before, all ECE students are expected to enroll full-time and register for at least twelve units each quarter.

Students can enroll in up to 16 units per quarter unless they are a Computer Engineering (CE) major and they can enroll in up to 20 units per quarter. Over-enrolling is strongly discouraged. Teaching units (500 series) above the full-time program of twelve units are not considered an overload.

Graduate students approved for half-time study are limited to a maximum of six units of upper-division or graduate course work each quarter.

## LEAVE OF ABSENCE AND WITHDRAWAL FROM THE UNIVERSITY

### Leave of Absence (LOA)

A student who discontinues their graduate studies with the intention of resuming during a later quarter must submit the Leave of Absence, Extension and/or Withdrawal online form by Wednesday of the second

week of the quarter in which the leave is to begin, prior to leaving campus:

<https://gradforms.ucsd.edu/leave/>

The online form is routed to the ECE Student Affairs Office and then Graduate Division for approval.

International students should also review the International Students & Programs Office Leave of Absence website:

<https://ispo.ucsd.edu/advising/visa/current-returning-students/visa-status/leaving-ucsd/leave-of-absence.html>

Students who apply for a Leave of Absence during the first thirty-five days of instruction will receive a prorated refund of fees, in proportion to the number of elapsed calendar days since the first day of instruction. The Schedule of Refunds may be found at:

<https://students.ucsd.edu/finances/fees/registration/schedule-of-refunds.htm>

A student on leave of absence may not:

- be employed by UCSD, UCSD Medical Center, or UC Extension, or hold a fellowship, traineeship, or similar appointment administered by the University
- use university facilities
- complete a qualifying examination for advancement to candidacy
- place demands on faculty, including discussion of thesis or dissertation work, either directly or by correspondence, during the period of leave

A student may remain in University housing if they receive leave of absence approval from the ECE Graduate Student Affairs Office and Graduate Division.

A new Statement of Legal Residence is required for all graduate students returning from a leave of absence of two quarters or more.

All graduate students are limited to a maximum of three quarters of leave and/or withdrawal.

For more leave of absence information please visit the following websites:

[Graduate Division policy](#)

[International Students](#)

### **Student Health Insurance on Leave of Absence**

Coverage under the Student Health Insurance Program (SHIP) as a registered student terminates at the end of the quarter if the student does not return the following quarter as a registered student.

Students on an approved leave of absence may purchase up to two quarters of SHIP. (Enrollment in Leave of Absence SHIP is not automatic.) Students must contact Wells Fargo Insurance Coverage to enroll in and pay for SHIP services while on leave of absence.

For more information, see please visit:

<https://wellness.ucsd.edu/studenthealth/Pages/default.aspx>

### **Withdrawal from the University**

A student withdrawing from the university must complete the [Leave of Absence, Extension and/or Withdrawal online form](#) as soon as possible.

The online form is routed to the ECE Student Affairs Office and then Graduate Division for approval.

International students should also review the [International Students & Programs Office Withdrawal website](#)

Students who withdraw during the first thirty-five days of instruction will receive a prorated refund of fees, in proportion to the number of elapsed calendar days since the first day of instruction. The Schedule of Refunds may be found [here](#).

A registered student who stops attending classes and fails to file a Leave of Absence, Extension, and/or Withdrawal form will receive a grade of F or U in each course, thus jeopardizing eligibility for readmission.

For more withdrawal information please visit the [Graduate Division's Withdrawal website](#).

### **CONTINUOUS REGISTRATION**

All graduate students must be registered each quarter of each academic year until all degree requirements have been completed, including filing of the thesis or dissertation and the final examination, or be on an approved leave of absence.

A student who fails to register or to file an approved leave of absence form by the second week of the quarter will be assumed to be withdrawn from UCSD. In addition, all outstanding Incomplete or Blank grades will lapse to Fs or Us unless cleared by the end of the current quarter. A student who is withdrawn must petition for readmission to resume study at a later date, pay the nonrefundable readmission fee, and be considered for

readmission with all others requesting admission to that quarter.

Doctoral degree candidacy will lapse for graduate students who fail to register and are not granted a formal leave of absence. To be reinstated to candidacy, a graduate student must be readmitted, enroll and register, be re-advanced to candidacy, and pay the candidacy fee.

## PAYMENT OF REGISTRATION FEES

Please refer to the following websites for the registration fee payment calendar, payment procedures, and summary of quarterly fees:

[Registration Fees](#)

[Billing Due Dates](#)

### **Note to Fellowship Holders:**

The first billing statement will be sent to each enrolled student about one month prior to the start of each quarter. Fees and tuition awarded to pay registration fees will be credited to the graduate student's account and appear on the statement as a payment or credit. Each award recipient should carefully check the amounts listed on the statement against the graduate award letter and contact the Graduate Division immediately if there is a discrepancy. Graduate students with partial fee and/or tuition awards will be required to pay the balance by the fee deadline to complete their registration.

Fellowship, scholarship, or traineeship holders must enroll in and maintain full-time enrollment status (at least twelve units per quarter).

### **Note to Graduate Student Researchers:**

Students appointed 25 percent time or more as graduate student researchers on the tuition and fee remission program will have the amount of their required tuition/fees credited to their account. This payment will also appear on the student's university billing statement.

GSRs must enroll in and maintain full-time enrollment status (at least twelve units per quarter).

## LATE REGISTRATION/DEADLINE AND PENALTY FEES

Enrollment and registration fee deadlines must be met to avoid penalties.

Regardless of the funding source, late enrollment triggers late payment of fees. Therefore, late enrollment results in a late enrollment fee (currently \$50) plus a late payment fee (currently \$50).

[Enrollment & Registration Late Fees](#)

## CALIFORNIA RESIDENCY AND NONRESIDENT TUITION FEE

Each new UCSD student is required to submit a Statement of Legal Residence to the Office of the Registrar.

If students do not establish residency before their second year of study, Nonresident Supplemental tuition will not be covered under any circumstances. This means that even if a student holds a Graduate Student Researcher position, out of state Nonresident Supplemental tuition will not be covered under this appointment.

More information about residence for tuition purposes may be found [here](#).

# fellowship recipients and graduate student researchers

## FELLOWSHIP

Fellowship stipends are established by ECE and may vary in tenure from one to twelve months. Awardees must register for twelve units of upper-division and/or graduate-level work each quarter and must remain in good academic standing.

Fellows on twelve-month tenure are required to devote full time to graduate study and research during the summer as well as during the academic year. A brief resume of proposed summer graduate study or research, approved by the appropriate advisor, must be filed with the Dean of Graduate Studies before the end of the spring quarter preceding the summer portion of the fellowship tenure.

Fellows receive non-wage fellowship stipend payments. Fellowship payments are issued monthly for September through June, with October 1st as the first pay date and July 1st as the last pay date. (Fellowship recipients will not be paid until they are officially enrolled in classes.) International student Fellows must obtain an Identification Taxpayer Identification Number (ITIN) to report fellowship income and federal tax withholdings.

All fellows must complete paperwork prior to receiving payments.

## GRADUATE STUDENT RESEARCHER

A graduate student may be appointed on a part-time basis as a Graduate Student Researcher (GSR).

Graduate students enrolled full-time (twelve units or more) may be appointed up to 50 percent time (twenty hours/week) during the academic year and up to 100 percent time (40 hours/week) during the summer months.

**To be employed above 25% time**, graduate students must register for 12 units of upper-division and/or graduate-level work each quarter and must remain in good academic standing.

**To be employed up to 25% time**, graduate students must register for at least 6 units of upper-division and/or graduate-level work each quarter, and must remain in good academic standing.

Graduate students who are appointed as GSRs are eligible for remission of tuition and fees if they have:

- A minimum 25 percent appointment for the entire quarter for which tuition and fees are paid, or the dollar equivalent;
- Have an appointment effective the first week of instruction in the quarter for which tuition and fees are paid;
- Are within the time limits for support.
- For Non Resident Supplemental Tuition remission, be within the first year of graduate study at UCSD (unless an international student). US citizens and permanent residents should establish California residency by the start of their second year.
- Not have a fellowship or traineeship which provides tuition and fees.

GSRs receive wage payments through employment, and are eligible to receive a Social Security Number (SSN). Each GSR is issued a letter of employment by ECE as proof of eligibility. GSR wage payments are issued monthly, one month after the employment start date through one month after the employment end date.

Students are advised to review available tax materials and make their own decisions about tax withholding, reporting of income, excluding income from taxation, and filing required tax forms. ECE and UCSD central administrative staff are not able to advise students on individual tax matters. All tax-related questions must be directed to Glacier ([glacier@ucsd.edu](mailto:glacier@ucsd.edu)).

All graduate students who are U.S. citizens and appointed as GSRs (or are employed by the University in other positions) are required by the California Constitution to sign the State Oath of Allegiance. In addition, all fellows and graduate student employees are required by university policy to sign the University's Patent Agreement.

# ece general information

## DOCTORAL TIME LIMITS

### University Time Limits

All UCSD Ph.D. students are subject to university policy regarding time limits to their degree. There are three University enforced time limits pertaining to students' academic progress toward the doctoral degree:

- Pre-Candidacy Time Limit (PCTL): the registered time by which students must advance to doctoral candidacy (i.e. pass the University Qualifying Exam)
- Support Time Limit (SUTL): the last academic quarter during which students are eligible for university financial support
- Total Registered Time Limit (TRTL): the registered time by which students must complete all doctoral requirements

In addition, each program has a Normative Time Limit (NOTL). Normative Time is the period of time in which students, under normal circumstances, are expected to complete their Ph.D. requirements. Normative Time cannot be extended.

### Departmental Time Limits

Students who enter the Ph.D. program with an M.S. degree from another institution are expected to complete their Ph.D. requirements a year earlier than B.S. entrants. They must discuss their program with a curriculum/research advisor in their first quarter of residence. If their Ph.D. program overlaps significantly with their earlier M.S. work, the time limits for the comprehensive and qualifying exams will also be reduced by one year.

Time limits for the Ph.D. program, assuming entry with a B.S. degree, are as follows:

**Ph.D. Preliminary (Comprehensive) Exam:**  
Must be completed by the end of the second year of full-time study (fourth quarter of full-time study with a M.S. degree). An enrollment hold is placed on students who do not complete the Ph.D. Preliminary (Comprehensive) Exam within this period.

**University Qualifying Exam (PCTL):**  
Must be completed before the end of the fourth year of full-time study. An enrollment hold is placed on students who do not complete the University

Qualifying Exam within this period. Passing the University Qualifying Examination by the end of your third year of study is highly recommended.

**Normative Time Limit (NOTL):**  
Students are expected to complete requirements for the Ph.D. in six years of full-time study (five years, if the student holds a previous M.S. degree).

**Support Limit (SUTL):**  
Students may not receive financial support through the University for more than seven years of full-time study (six years, if the student holds a previous M.S. degree).

**Total Registered Time Limit (TRTL):**  
Students may not register as graduate students for more than eight years of full-time study (seven years, if the student holds a previous M.S. degree). Students will not be permitted to continue in doctoral status beyond the total registered time limits.

### Half-Time Study

Time limits are extended by one quarter for every two quarters of approved half-time status. Students on half-time status may not take more than six units each quarter.

## SPRING EVALUATIONS (PH.D. STUDENTS ONLY)

Each spring quarter ECE Graduate Student Affairs prepares a detailed online evaluation of each doctoral student. These evaluations are designed to inform Ph.D. students of their progress and to improve communications between faculty and graduate students. Ph.D. students are expected to discuss their progress with their research advisors. Students may also elect to add comments before electronically signing the evaluation sent to the Graduate Division. A student's signature on the evaluation indicates knowledge of the assessment Graduate Student Council.

## ECE GRADUATE STUDENT COUNCIL

The goal of the ECE Graduate Student Council (GSC) is to organize academic and social events for ECE graduate students, staff and faculty. They act as department representatives and are a valuable student resource. Please visit the ECE GSC website at: [ecegsc.ucsd.edu](http://ecegsc.ucsd.edu).

If you would like to become a ECE GSC member, volunteer for one of their events, or have

suggestions for future events, please e-mail:  
[ecegsc@gmail.com](mailto:ecegsc@gmail.com).

## ECE GRADUATE STUDENT LOUNGE

The graduate student lounge is located in Jacobs Hall, Room 3327. There is a dining area with a microwave, refrigerator, and water cooler; a recreation area with a ping pong table, a foosball table, and Dance, Dance, Revolution; a living area with couches, a computer, a conference table and an entertainment system. The adjoining study room has desks and a small library, and the outside area has patio furniture.

Only ECE graduate students are given access to the lounge. Students can access the lounge by using their UCSD student ID card. ECE students should not share their student ID to let others access the lounge, and the door should be kept shut at all times. Please be respectful of the space by treating its community items well, cleaning up after yourself, and turning off lights when you leave.

## STUDENT MAILBOXES

Each Ph.D. graduate student will share a mailbox with one or more students. The Ph.D. mailroom is located in the basement of Jacobs Hall in the room directly south of the elevator. All M.S. mail will be kept in a labeled accordion file in Jacobs Hall, Room 2706.

Be sure to check your mailbox regularly for important student affairs correspondence, including written decision on academic requests that you have submitted, and other notices from Graduate Division. This mailbox should NOT be used for personal mail.

Your address is:  
9500 Gilman Drive, Mail Code 0409  
La Jolla, CA 92093-0409

## STUDENT LOCKERS

ECE graduate student lockers are located in the basement of Jacobs Hall (the room directly south of the elevator) opposite the student mailboxes and in rooms B601, B603, and B406. Instructions for requesting a locker will be sent to all students at the beginning of the Fall Quarter.

## ECE STUDY ROOMS

Student study rooms are located in the basement of Jacobs Hall in rooms B601, B603. Please turn off lights and clean up after yourself before leaving the space.

# campus resources

## UCSD STUDENT (TRITON) ID CARD

Your [UCSD Triton student ID card](#) is the primary form of identification used at the University.

The UCSD Triton student ID card is the official ID for registered students and entitles the student to library privileges, access to Student Health Services, use of University facilities, voting in student body elections, and purchasing tickets and/or admission to certain University events. Registration is validated electronically via the ID card magnetic strip. Quarterly fees are required to be paid for registration validation.

Students receive their first ID card at no cost. To obtain your campus card, go to Student Business Services to have your photo taken. Please have a picture ID available to verify your identity when you have your photo taken and when you pick up your card. You may use your driver's license, passport, state ID card, or other photo ID.

## UCSD E-MAIL ACCOUNTS

Once a student officially accepts the offer of admission to UCSD, s/he automatically receives a personal UCSD computer account (including a [@ucsd.edu](#) email address) for the duration of their stay at the University. This account is provided and administered by the Academic Computing and Media Services (ACMS): [acms.ucsd.edu](#).

NOTE: The University sends official notices to students through email. Every student is expected to regularly monitor their email for official communications. Notices from departments, Graduate Division, the Financial Aid Office, and other campus entities are considered to be delivered and students are considered notified when emails are posted to students' UCSD email accounts.

Students within the Jacobs School of Engineering have the option of creating a [@jacobs.ucsd.edu](#) forwarding email account. The optional forwarding account is not linked to the official [@ucsd.edu](#) account; it is completely independent. Students may choose to use their Jacobs forwarding email accounts when corresponding with prospective employers or for other professional usage. Email sent to a Jacobs email address is re-directed to a designated personal account (gmail, yahoo, etc.). Creating a Jacobs forwarding email account is recommended for

students who wish to maintain a campus-related email post-graduation. (All [@ucsd.edu](#) accounts are deactivated one quarter after a student graduates, but Jacobs forwarding email accounts remain active.) Students can sign up for a Jacobs forwarding email account at: [jacobs.school.ucsd.edu/alumni/email/](#)

## THEODOR S. GEISEL LIBRARY

Theodor S. Geisel Library serves UCSD faculty, researchers, graduate students, undergraduates, and San Diego community members. For more information like library hours and how to gain access to online databases please visit Geisel Library's website: [http://libraries.ucsd.edu/](#)

Any issues regarding research consultations, assistance, instruction, or book/journal purchase requests may be directed to the ECE Geisel Librarian, Deborah Kegel at [dkegel@ucsd.edu](#).

## PARKING AND TRANSPORTATION

[The UCSD Campus Parking Office](#) is located at the Gilman Parking Structure, level 2.

### Parking Permits

Transportation Services offers [several parking permit options](#) for students, faculty, staff, and visitors.

### Public Transportation

[UCSD Shuttle Operations](#) runs an extensive network of free shuttles that conveniently transports students to UCSD and various off-campus locations. Additionally, the San Diego Metropolitan Transit System (MTS) services the UCSD area with a number of public buses.

[Triton U-Pass](#) is a universal transit pass program that provides UCSD students unlimited ridership on all regional mass transit bus and trolley/light rail routes provided by MTS and NCTD (with some exclusions) during fall, winter, and spring quarters. (A summer pass is also available for a reduced fee)

## STUDENT HEALTH INSURANCE PROGRAM (UC SHIP)

Health insurance is required for all UCSD students to register for classes. Therefore, all students are automatically enrolled in the University of California Student Health Insurance Program (UC SHIP). UC SHIP offers:

- Year-round coverage for all registered UCSD students and their dependents for a moderate premium and low annual deductible
- Medical, dental, vision, pharmacy, mental health, hospitalization, and emergency care and in/outpatient services
- Premiums that are automatically assessed as part of registration fees each quarter

Student Insurance Coordinators in the Student Health Insurance Office are available to answer questions about enrollment, policy benefits, waiver information, and assist with claims.

More information about the Student Health Insurance Office (location, hours, etc.) may be found on their [website](#).

### **UC SHIP Waiver**

Students who have acceptable comparable insurance coverage may apply for a waiver to opt out of UC SHIP. The waiver application is available online through TritonLink ([tritonlink.ucsd.edu](http://tritonlink.ucsd.edu)) under the "Health Fee Waiver" link during scheduled waiver periods. (Only one waiver per academic year may be processed through TritonLink.) For more information about the [UC SHIP waiver](#).

If your insurance plan does not meet UC minimum requirements, you will not be able to waive UC SHIP. [See if your insurance qualifies for the waiver](#)

### **Reduced Access Fee for Tritons (RAFT)**

Students who successfully waive UC SHIP also have the option of purchasing [RAFT services](#). RAFT allows non-UC SHIP students to access select on campus health services for a low cost. (RAFT is not insurance and only covers students during the academic year.) Students may purchase RAFT online as part of the "Health Fee Waiver" on TritonLink.

## **COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)**

CAPS is a free counseling, outreach, and consultation service available to all registered UCSD students. Licensed psychologists and psychiatrists facilitate group meetings and are available for individual appointments; services are available in English, Spanish, Mandarin, and Tagalog. Students may schedule an appointment by phone, online, or by stopping by their main office, Galbraith Hall, Room 190. More information about their hours and services may be found on their [website](#).