C&EE Department Major Field Orientations:
1:00 - 2:00 pm
- Environmental: 47-124 Engr. IV
- Structures: 4275 Boelter
- Geotechnical: 5401 Boelter (FEENA)
- Water Resources: 4750 Boelter (CS Conference)

C&EE Department Reception
Faculty, Staff, New & Continuing Students invited:
2:00 – 4:00 pm
4000A Math Science Bldg
Refreshments will be served
Welcome New C&EE Graduate Students!

The C&EE department faculty and staff welcome you to the department. We hope that you will enjoy your stay here at UCLA. We urge you to contact your faculty advisor regarding academic planning and other issues pertaining to your studies here. Below is general information that will help you throughout the year.

GENERAL INFORMATION

- Be prepared to take a photo for our graduate student photo board on the day of orientation.
- See attached Seminar Requirement announcement for various seminar requirements.
- All graduate students are given a mailbox. The mailboxes are located in 5705 BH. The key lock code is 415. Please check your mailbox on a regular basis (2-3 times per week), as most information will not be mailed to your home.
- Fellowship announcements, Seminars, Job Opportunities, Graduate Studies, and other information are posted on the bulletin boards located outside 5731/5732 BH.
- Maintain your records through URSA online, i.e, address changes, study list changes, BAR account.
- Refer to your Standards & Procedures for Graduate Study Manual, available on the internet (www.gdnet.ucla.edu/gasaa/library/spintro.htm), for information pertaining to guidelines and procedures for obtaining a graduate degree. A departmental reference guide will be available soon.
- READER applications are on the bulletin board located outside 5731A BH. Place your completed application with a copy of your transcript in the mailbox marked Reader Applications in 5731 BH. Announcements for courses that need Readers are posted quarterly.

COURSE INFORMATION

- All graduate students must enroll in 12 units to maintain full time status. This requirement may be satisfied by taking variable units of a 500-series independent studies course. These courses are listed online in the schedule of classes www.registrar.ucla.edu/schedule, under Select Individual Studies Courses GO. Select the appropriate course:
  
  C&EE 597A - If you are preparing for the MS comprehensive exam
  C&EE 597B - If you are preparing for the PhD written or oral preliminary exam
  C&EE 597C - If you are preparing for the PhD qualifying exam (prospectus)
  C&EE 598 - If you are doing master’s thesis research (8 units required for degree)
  C&EE 599 - If you are doing research for the PhD dissertation

- If you are meeting with your faculty advisor regularly discussing research, you should also enroll in 4 units of 296. These courses are listed according to faculty advisor.
• You are responsible for checking your study list prior to third week to ensure that you have enrolled in the right classes. You can use URSA telephone (310) 208-0425 or URSA online (www.ursa.ucla.edu).

• All students who hold an academic apprentice appointment (TA, GSR, Reader) of 25% time or more must be enrolled in 12 units by the end of the third week or their benefits (health insurance and remissions) will be canceled.

• You may not be able to enroll in upper division courses (100-series) as these courses are often restricted to undergraduates during open enrollment. In this case, you must obtain a permission to enroll (PTE#) number from the instructor of the course on the first day of class, not earlier. You then enroll through URSA on-line. In order to enroll in your classes you will need to create a UCLA logon and password through www.ursa.ucla.edu. This will grant you permission to enroll in your classes as a graduate student.

CONTINUING or PROSPECTIVE TEACHING ASSISTANTS

• TA TRAINING SEMINAR & TECHNICAL TA TRAINING COURSE
  All graduate students who are assigned a Teaching Assistantship during the 2010-2011 AY must enroll in 2 units of the TA Training Seminar (C&EE 495, ID# 547-790-200) in the Fall 2010 quarter. Participation is mandatory for all assigned teaching assistants. Time and location will be announced prior to the first course meeting.

• TEST OF ORAL PROFICIENCY (TOP)
  All non-native English speaking students (international and Permanent Residents scheduled to be a teaching assistant or plan to be a teaching assistant in the future, must take the TOP Exam. TOP exams will be offered on the following days: Sept 4th, 14th, 15th and 16th (students should register during the month of August). These exam dates will be for students who would like to be TAs during the 2010-2011 academic year. You can find out about exam times by logging onto, and click on Register for TOP. Additional information on the TOP Exam can be found at: http://www.oid.ucla.edu/about/units/top/schedule

DESK & LOCKER ASSIGNMENTS

We have approximately 100 graduate students in the department, and unfortunately are unable to accommodate every student in the program with desks and lockers; therefore, we have devised the following priority list for desk assignments:

1. Teaching Assistants will have a desk available to them for the quarter they are teaching.
2. MS or PhD student who is currently funded on a research contract.
3. PhD student who has passed his/her qualifying examination (prospectus) and is currently working on his/her dissertation.
4. PhD student who has passed his/her preliminary oral examination.
5. PhD student who has passed his/her preliminary major field written exam.
6. PhD student preparing to take the preliminary major field written exam.
7. MS student not funded.

Lockers are available for students who do not qualify for a desk, this is on a first-come, first-serve basis. You may not occupy a locker if a desk has been assigned to you. There are only 20 lockers available on the 2nd floor of Engr. I, across from room 2047. To sign up for a desk or locker, please see our Administrative Assistant, Paula Green, in 5732-F BH. Under no circumstances may you keep your desk or locker while on a leave of absence,
nor are you authorized to transfer your keys or space to another student who has not gone through the proper procedures for obtaining a desk. There is no guarantee that either will be available upon your return. A $20 deposit will be required for both office space keys and combination locks for the lockers.

DEPARTMENTAL STAFF

Paula Columbia (5731A BH ■ 825-2471 ■ paula@ea.ucla.edu) - PAYROLL/PERSO NNEL
Payroll hiring paperwork (including TA, RA, reader, and work study appointments), benefits, parking permits, W-4’s, termination’s, summer sessions, and problems relating to payroll.

Maida Bassili (5731L BH ■ 825-1851 ■ maida@ea.ucla.edu) - GRAD STUDENT AFFAIRS
Graduate forms, fellowship applications, counseling pertaining to graduate study, course scheduling/offerings/problems/room changes, etc), financial aid, leaves of absence, student petitions, seminar requirements, major field exams, adviser selection and any other concerns pertaining to graduate study.

Alicia Padilla (5731B BH ■ 825-9991 ■ barbarab@ea.ucla.edu) - ACCOUNTING/PURCHASING
Contracts and Grants financial management pre-award, post-awards, accounts payable, purchasing, travel and reimbursements, recharges and equipment management.

Paula Green (5732-F BH ■ 825-1346 ■) - ADMINISTRATIVE ASST.
To purchase course notes, purchase orders, textbook information, copy accounts and problems relating to the copy machine, requests pertaining to maintenance problems, office/desk space, key distribution, and overnight mail deliveries (i.e., Federal Express, UPS, etc.)

Karl Holmes (5732A BH ■ 206-0497 ■ holmes@ea.ucla.edu) – MSO
Responsible for the management of all administrative services in relation to the Department’s teaching, research, and public activities. Major duties include planning and policy development, management of operational services, budgetary control, departmental space, and equipment resources. Questions regarding the University or Department polices should be directed to the MSO.

Harold Kasper (2549 BH ■ 825-6516 ■ kasper@seas.ucla.edu) - LABORATORY ENGINEER
Responsible for safety training and laboratory facility management for the Structures and Geotechnical Laboratories.

Ed Ruth (7675 BH ■ 825-0574 ■ ruth@seas.ucla.edu) - LABORATORY ENGINEER
Responsible for safety training and laboratory facility management for the Environmental Engineering Laboratories.
USEFUL WEBSITES

Civil & Environmental Engineering Department:
http://www.cee.ucla.edu

Graduate Division Orientation Guide
http://www.gdnet.ucla.edu/news.html

University Records Systems Access (URSA)
http://www.ursa.ucla.edu

Graduate Division
http://www.gdnet.ucla.edu

Housing
http://www.housing.ucla.edu

Office of International Students and Scholars
http://www.internationalcenter.ucla.edu

Parking
http://www.transportation.ucla.edu

Registrar’s Office
http://www.registrar.ucla.edu/schedule