Welcome New Graduate Students to the College of Engineering & Computer Science

Spring 2014
Plan for S.U.C.C.E.S.S.

- **S** – Stay in Contact
- **U** – Understand Policies
- **C** – Create a POS
- **C** – Capitalize on Resources
- **E** – Early is Preferred
- **S** – Satisfactory Progress
- **S** – Stick with It
### Stay in Contact

<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty Name</th>
<th>Phone Number</th>
<th>Support Name</th>
<th>Support Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil &amp; Environmental Engineering</td>
<td>Dr. C. David Cooper</td>
<td>(407) 823-2841</td>
<td>Margarida Trim</td>
<td>(407) 823-1299</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Computer Science</td>
<td>Dr. Hassan Foroosh</td>
<td>(407) 882-2313</td>
<td>Ronda Leigh</td>
<td>(407) 882-2313</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Digital Forensics</td>
<td>Dr. Sheau-Dong Lang</td>
<td>(407) 823-2474</td>
<td>Ronda Leigh</td>
<td>(407) 882-2313</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Electrical &amp; Computer Engineering</td>
<td>Dr. Kalpathy Sundaram</td>
<td>(407) 823-2779</td>
<td>Terri Rivera-Pons</td>
<td>(407) 823-3027</td>
</tr>
<tr>
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</tr>
<tr>
<td>Industrial Engineering</td>
<td>Dr. Ahmed Elshennawy</td>
<td>(407) 823-5742</td>
<td>Carmen Palade</td>
<td>(407) 823-5642</td>
</tr>
</tbody>
</table>
SPRING 2014 GRADUATE STUDENT ORIENTATION

Materials Science & Engineering  
ENGR 1 – 207  
Support: Diana Camerino  
Dr. Kevin Coffey  
(407) 823-2175  
(407) 882-1466

Mechanical & Aerospace Engineering  
ENGR 1 – 381  
Support: Jeanine Clements  
Dr. Alain Kassab  
(407) 823-5778  
(407) 823-5475

Modeling & Simulation – Engineering  
Partnership 2 – 131  
Dr. Christopher Geiger  
Sabrina Kalish  
(407) 882-2115  
(407) 882-1407
CECS Academic Affairs Office

Heather Houser
CECS Graduate Program Coordinator
(407) 823-2455 or gradengr@ucf.edu

Kim Small
CECS AAO Director
(407) 823-2455

http://www.cecs.ucf.edu
or Visit Us in ENGR 1-107
Stay in Contact, Continued …

UCF’s Student Email System  
(www.knightsmail.ucf.edu)

University Information & Notices Will Only Be Sent Here
Understanding Policies

Graduate Catalog is Online!
(www.graduatecatalog.ucf.edu)

Highlighted Policies
• Formal Course Work
• Enrollment Policies
• 7 Year Rule
• Full Time/Part Time
• Transfer Policies
MS Thesis/Non-thesis

- **MS Thesis Option** – 30 credits including 6 credits of thesis hours.
- **MS Non-Thesis Option** – 30 credits of course work.
- Both options must have 50% at 6000 level.
- Both options must have 24 hours of formal course work.
PhD Requirements

- 72 Hours of Course Work – Comp Engr., Comp Science, Electrical, Industrial, Materials & Mechanical (15 Hours of Dissertation)
- 72 Hours of Course Work – Civil & Environmental (18 Hours of Dissertation)
- Ethics Training ([http://www.students.graduate.ucf.edu/CITI_RCR_training/](http://www.students.graduate.ucf.edu/CITI_RCR_training/))
- Qualifying Exam
- Candidacy Exam
Formal Course Work

- Standard Courses
- Can be Face-to-Face, Web-based, & Media-Enhanced Courses

- MS Students = 24 Credit Hours (includes XXX 6908)
- PhD Students = 27 Credit Hours (excludes XXX 6908)
Independent Study

- A course of study created outside of the standard-format formal courses offered by the university.
- Independent Study must have a formally defined core of knowledge to be learned by the student(s).
- Requires a syllabus and a Graduate Special Registration Access Form at least 1 week prior to the first day of classes.
Enrollment Policies

Cannot Miss 3 Terms in a Row

Once You Begin Thesis (XXX6971) or Dissertation (XXX7980), You Must Continue to Take Them Until You Graduate!

- Includes Summer Semesters
- Full Time for Thesis & Dissertation Students is 3 Credit Hours
Full Time / Part Time Enrollment

Fall/Spring Semesters
- 9 Hours = Full Time
- 4.5 (6) Hours = Part Time

Summer Semesters
- 6 Hours = Full Time
- 3 Hours = Part Time
7 Year Rule Policy

Courses to be Used Must Be Within 7 Years of the Semester Completing Them

For Example, the Class(es) You Take this Fall Will Be Valid Until Spring 2021!

Classes that are part of an EARNED Masters degree are not subjected to this policy.

Certificate Classes are Valid for 3 Years
Internal Transfer Work = Graduate Courses Completed @ UCF

- Limited to 15 Total Credit Hours
- Must Better Than a “C”
- Can Be Graduate Courses Taken as a UCF Undergraduate Student
- Transferred via Program of Study Submission
External Transfer Work = Graduate Courses Completed Outside of UCF

- Limited to 9 Credit Hours
- Must Better Than a “C”
- Must Be Formal Course Work
- Traveling Scholar Courses Included
- Transferred Via Your Program of Study Filed with Your Program’s Office
Key Student Responsibilities

♫ It is Your Responsibility to Keep Informed of all Rules, Requirements, Policies & Procedures Relating to Your Graduate Program.

♫ File a Program of Study

♫ File all Forms Before Deadlines

♫ File an Online Intent to Graduate & Complete Exit Surveys
Students without Social Security Numbers will use the set of numbers given by the College of Graduate Studies (828-XX-XXX) until a new Social Security Number is assigned.
MyUCF Features

- GPS Report Reflecting your Approved Program of Study
- Registration (Need Help? http://registrar.ucf.edu/weg/)
- Grades
- Fee Invoice
- Paying Tuition
- Holds
- Financial Aid Information
SPRING 2014 GRADUATE STUDENT ORIENTATION

Welcome to myUCF

The myUCF portal is an internal resource for students, faculty, staff, and alumni to access, modify, and review secure information regarding their records at the University of Central Florida.

Important Announcements

Fall Term 2013
August 19    Fall Classes Begin
August 22    Fall Drop/Add Deadline on myUCF
August 23    Fall Add Deadline on myUCF
August 30    Fall Payment Deadline
September 2  Labor Day (no classes)
October 28   Fall Withdrawal Deadline
November 11  Veterans Day (no classes)
November 28-30 Thanksgiving (no classes)
December 4-10 Fall Final Exam Period
December 13-14 Fall Commencement
December 17   Fall Grades Available on myUCF

myUCF Login

Click here to access the myUCF portal.

For assistance, refer to myUCF Need Help section on the right side of this page.

myUCF Need Help?

- Supported Browsers
- Service Desk Home
- Service Desk Chat
- Online@UCF Support
- Ask UCF Help
- PID or NID Password Reset

myUCF Additional Resources

- Academic Calendar
- Admissions
- Financial Aid
- Housing
- Human Resources
- Information Security
- Library
- Orientation
- Student Account Services
Heather Stevens

Search for Classes

Enter Search Criteria

Institution: University of Central Florida

Term: 

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: select subject

Course Number: contains

Description: 

Course Career: Graduate

Location: 

Special Course Groups: Show Open Classes Only
SPRING 2014 GRADUATE STUDENT ORIENTATION

Heather Houser

Your Holds

<table>
<thead>
<tr>
<th>Item List</th>
<th>Amount</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Department</th>
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<tbody>
<tr>
<td>Engineering</td>
<td>500.000 USD</td>
<td>University of Central Florida</td>
<td>Begin Term - Srv Indicatr Use</td>
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<td>08/14/2013</td>
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<td>COL OF ENGINEERING &amp; COMP SCI</td>
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</table>

Your Holds

Hold Item

Heather Houser

Engineering

Reason and Contact

Description: University of Central Florida
Start Term: Begin Term - Srv Indicatr Use
Start Date: 08/14/2013
Reason: Academ Performance - Probation
Amount: 500.000 USD
Department: COL OF ENGINEERING & COMP SCI
Contact:

Please contact your graduate coordinator for your program of study.
Contact: College of Engineering & Computer Science
EGIR 107
Ph. (407) 823-2455
Create a Program of Study (Success)

- Plan of What You Plan to Take & When You Plan to Enroll
- POS Templates
- Signed Off by Your Advisor & Returned to Department
# UCF Mechanical Engineering MSME Program of Study (POS)

## Thermofluidics Track, Nonthesis Option

### Catalog Year 2013-2014

**Name:** Ima Knight  
**Email:** imaknight@knightsmail.ucf.edu  
**Advisor:** Dr. Alain Kassab  
**Submission Date:** October 1, 2013  
**PID:** 1254687  
**Admit Term:** Fall 2013  
**Version:** Initial

Students must complete 24 credit hours of formal course work. Formal course work does not include XXX 6918, XXX 6971, XXX 7919, or XXX 7980.

### Required Courses (12 Credit Hours Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester / Year</th>
<th>Credit Hrs.</th>
<th>Grade</th>
<th>Course Substitution</th>
<th>Transfer Institution</th>
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<tbody>
<tr>
<td>EML 5080 Mathematical Methods in Mechanical</td>
<td>Fall 2013</td>
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<tr>
<td>Materials and Aeronautics Engineering</td>
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<td>EML 5152 Intermediate Heat Transfer</td>
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<td>EML 5713 Intermediate Fluid Mechanics</td>
<td>Fall 2013</td>
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<tr>
<td>EML 6104 Classical Thermodynamics</td>
<td>Spring 2014</td>
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</table>

**Subtotal:** 12

### Elective Courses (13 Credit Hours Required)

For a complete list of suggested courses, please visit [www.graduatemath.ucf.edu](http://www.graduatemath.ucf.edu).

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester / Year</th>
<th>Credit Hrs.</th>
<th>Grade</th>
<th>Transfer Institution</th>
<th>For Department Use Only</th>
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<tbody>
<tr>
<td>EML 5602 Turbomachinery</td>
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<td>EML 6155 Convection Heat Transfer</td>
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<td>EML 6157 Radiation Heat Transfer</td>
<td>Spring 2013</td>
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<td>University of Not UCF</td>
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<tr>
<td>EML 6124 Two-Phase Flow</td>
<td>Spring 2013</td>
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<td>University of Not UCF</td>
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<tr>
<td>EML 6086 Computational Methods</td>
<td>Fall 2014</td>
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**Subtotal:** 15

### EML 5985 or XXX 6918 for Online Students. (3 Credit Hours Required)

<table>
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<th>Course</th>
<th>Semester / Year</th>
<th>Credit Hrs.</th>
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<th>For Department Use Only</th>
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<tr>
<td>EML 5985 Research Methods</td>
<td>Spring 2014</td>
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</table>

**Subtotal:** 3

**Total Hours Toward Degree:** 30  
**Formal Course Work Hours:** 30  
**Number of Hours at 6000/7000 Level:** 15
Capitalizing on Resources

- Health Care
- Support Groups
- Parking Services
- Rec. & Wellness Center
- Library
- Financial Opportunities
- Student Discounts
- Co-Op & Internships
Welcome Back

Graduate Knights hosts educational and social events for UCF graduate students. We want graduate students to have a great experience while pursuing their graduate degree at UCF!

@GraduateKnights
@UCFGradKnights
407-823-5341
ucfgraduateknights@gmail.com

Graduate Student Center

Colburn Hall, First Floor
Monday – Thursday: 10 AM – 12 AM
Friday: 10 AM – 6 PM
Saturday & Sunday: 1 PM – 6 PM
University Fellowships (Scholarships) for Graduate Students

Awarded During the Application Process

- Presidential Award
- Trustee Award
- Dean’s Fellowship
- MANY Others — visit CECS webpage in October/November

(see https://funding.graduate.ucf.edu or www.cecs.ucf.edu)
Financial Assistance

Graduate Assistantships

- Financial awards for those graduate students who teach, conduct research, or perform other tasks for departments.
  - Graduate Research Assistant (GRA)
  - Graduate Teaching Assistant (GTA)
  - Graduate Assistant (GA)
  - Graduate Teaching Grader
- Available only for full-time students employed for at least 10 hours
- Available through your department or program (sources for stipends include faculty with grants and/or departments)
- Tuition waivers are provided to qualifying fellowship and assistantship recipients
- Contact your program advisor for more information
Financial Assistance, Continued...

**Student Loans**

- Available through the Office of Student Financial Assistance
- Need FAFSA (US Citizens)
- Contact Financial Aid at:
  - [http://finaid.ucf.edu](http://finaid.ucf.edu)
  - (407) 823-2827
  - Millican Hall (MH) 120
# Tuition Bill Explained

## Tuition and Fees Cost - Graduate - 2013 - 2014

<table>
<thead>
<tr>
<th>Fee Name</th>
<th>In State Rate</th>
<th>Out of State Rate</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>288.16</td>
<td>288.16</td>
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<tr>
<td>Non-Resident Fee</td>
<td>0.00</td>
<td>785.15</td>
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<tr>
<td>Capital Improvement Fee</td>
<td>6.76</td>
<td>6.76</td>
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<tr>
<td>Financial Aid Fee</td>
<td>14.40</td>
<td>14.40</td>
</tr>
<tr>
<td>Non-Resident Financial Aid Fee</td>
<td>0.00</td>
<td>39.25</td>
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<tr>
<td>Activity &amp; Service Fee</td>
<td>10.79</td>
<td>10.79</td>
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<tr>
<td>Transportation Access Fee*</td>
<td>9.10</td>
<td>9.10</td>
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<tr>
<td>Health Fee*</td>
<td>10.89</td>
<td>10.89</td>
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<tr>
<td>Athletic Fee</td>
<td>13.44</td>
<td>13.44</td>
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<tr>
<td>Tuition Differential**</td>
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<tr>
<td>Technology Fee</td>
<td>14.40</td>
<td>14.40</td>
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</table>

## Total Tuition Amount on Invoice

- **In State**: 3311.46
- **Out of State**: 10731.06

* Fee based on course location.

**Student’s Responsibility =**

$79.78 per Hour

**What a 20 hr./week GTA/GRA contract covers**
### Tuition Bill Explained, Continued ...

#### Other Fees

<table>
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<tr>
<th>Fee Type</th>
<th>Florida Resident</th>
<th>Non-Florida Resident</th>
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<tbody>
<tr>
<td>Distance Learning Course Fee (Per Hour)***</td>
<td>18.00</td>
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<tr>
<td>Repeat Course Fee (Per Hour)***</td>
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<tr>
<td>Excess Hour Fee (Per Hour)</td>
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<tr>
<td>ID Service &amp; Access Fee (Annual)</td>
<td>10.00</td>
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<tr>
<td>Material &amp; Supply Fee***</td>
<td>Up to 70.00</td>
<td>Up to 70.00</td>
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<tr>
<td>International Student Fee (Per Term)</td>
<td>50.00</td>
<td>50.00</td>
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<tr>
<td>Equipment Fee</td>
<td>Up to 90.00</td>
<td>Up to 90.00</td>
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<tr>
<td>Late Registration Fee</td>
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<td>Late Payment Fee</td>
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<td>100.00</td>
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<tr>
<td>Returned Check Fee</td>
<td>(a)</td>
<td>(a)</td>
</tr>
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</table>

*** Fee is course specific.

(a) Fee is $25 for checks with a face value of up to $50; $30 for checks 50.01 - $300; $40 or 5%, whichever is greater, for checks over $300.
Strive to be Early for Deadlines

- Deadlines are posted at: http://www.registrar.sdes.ucf.edu/calendar/academic/2014/spring

- Ask Departments or CECS AAO
Important Upcoming Dates

- Drop/Swap Period Ends – January 9\textsuperscript{th}
- Add Period Ends – January 10\textsuperscript{th}
- Payment Deadline – January 17\textsuperscript{th}
- Withdrawal Deadline – March 18\textsuperscript{th}
- Classes End – April 21\textsuperscript{st}
- Finals Week – April 23\textsuperscript{rd} – April 29\textsuperscript{th}
Spring 2014 Holidays & Special Events

- **Martin Luther King Jr. Day** – **January 20**\(^{th}\)
- **Spring Break** – **March 3**\(^{rd}\) – **March 7**\(^{th}\)
- **Founders’ Day** – **April 2**\(^{nd}\) (classes are still held)
Upcoming Program Orientations


◉ Electrical & Computer Engr. – TBA, you will be emailed 😊.
Satisfactory Progress

- Two GPAs, **Both** Need to be at a 3.0
- No More Than **2** C Grades
- Below a 2.0 = Automatic Dismissal
  - Petition for Re-entry with Retention Plan with CGS
- GPA = 2.999, Now What?
  - 9 Hours to Raise GPA to 3.000
  - Dismissed, Then Petition for Re-Entry with a Retention Plan
Graduate Plan of Study (GPS) Report

Your Graduate Plan of Study Report outlines your Program of Study

- It reflects the information from your catalog year.
- It reflects only the approved Program of Study, not all course work completed.
- If your audit does not match up with what you have done/plan to do, file an updated POS with your department.
MyUCF GPS Request

Ima's Student Center

Academics - Undergraduate and Graduate Careers

- Search
- Plan
- Email
- My Academics

Other academic...

CLASS SEARCH/BROWSE CATALOG

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CLASS SEARCH/BROWSE CATALOG

Academics - Undergraduate and Graduate Careers

- Search
- Plan
- Email
- My Academics

Other academic...

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Other academic...

CLASS SEARCH/BROWSE CATALO
MyUCF GPS Report, Continued

Empl ID  1234567   Ima Knight

Click "submit" to run the GPS report. Please note that each program will display separately and include the program status.

<table>
<thead>
<tr>
<th>Description</th>
<th>Requirement Term</th>
<th>Program Status</th>
<th>Submit</th>
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<tbody>
<tr>
<td>1  Computer Engineering MS</td>
<td>Fall 2003</td>
<td>Discontinued</td>
<td>$Submit</td>
</tr>
<tr>
<td>2  Electrical Engineering MS</td>
<td>Spring 2004</td>
<td>Completed Program</td>
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<td>3  Computer Science MS</td>
<td>Summer 2006</td>
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<tr>
<td>4  Electrical Engineering PhD</td>
<td>Summer 2010</td>
<td>Completed Program</td>
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</table>

Create What-If Scenario

This report allows you to run a report for your current program(s) or different degree programs/tracks and change catalog year/grades.
GPS Report Example

KNIGHT, IMA
ID: 1234567

Graduate Plan of Study (GPS)

What-if Scenario Result

University of Central Florida | Graduate

This report was generated on 08/08/2012 1:31PM

ACADEMIC PROGRAM AND ADVISOR
Environmental Engr: MSEvE  Carol Ann Pohl, Philip Calhoun

Funded Student: Yes
International: No
Current Status: Full Time to Graduate
Intent to Graduate: Summer 2015

GRADUATE DISCLAIMER
The Graduate Plan of Study (GPS) is intended to be a roadmap for your graduate program. It is for advisement only and not an irrevocable contract between the student and UCF. All internal and external transfers are reflected in your report. Complete your program. Course offerings are not always guaranteed. This report also assumes successful completion of all requirements marked as IN PROGRESS (IP). Final degree confirmation is subject to program and Graduate College approval.

- [ ] Internal Transfer Work
- [ ] Taken
- [ ] In Progress

All Requirements Met: Satisfied
Graduate Status GPA: Satisfied (3.528)
### GPS Report Example, Continued

#### ENVIRONMENTAL ENGINEERING MSEnvE REQUIREMENTS (RQ1431)

**Satisfied:** Environmental Engineering MSEnvE Requirements

**PHYSICAL/CHEMICAL REQUIRED COURSES (RQ1431:LN10)**

**Satisfied:** Required Courses

- Units: 6.00 required, 6.00 taken, 0.00 needed

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
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<tbody>
<tr>
<td>ENVR015</td>
<td>PHY CHEM TREAT SYS ENVIR ENG</td>
<td>3.00</td>
<td>Fall 2011</td>
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<tr>
<td>ENVR016</td>
<td>BIO TREAT SYSTEMS IN ENVIR ENG</td>
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<td>B</td>
<td>✔</td>
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</table>

**WASTE INCINERATION, WASTE TREATMENT OR INDUSTRIAL ECOLOGY (RQ1431:LN20)**

**Satisfied:** Waste Incineration, Waste Treatment or Industrial Ecology

- Units: 3.00 required, 3.00 taken, 0.00 needed

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<th>When</th>
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<td>ENVR347</td>
<td>HAZARDOUS WASTE INCINERATION</td>
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### PROGRAM SPECIFIC REQUIREMENTS

**Checklists**

- Graduate Plan of Study: Completed, 02/02/2012

**COMMENTS**

- 04/20/2012
  - Advisor: Dr. Steven Duranceau / Admitted: Spring 2011.CGS

### GRADUATE COURSE HISTORY

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</tbody>
</table>
Stick With It

Earning a Graduate Degree is Not Easy

Leave of Absence Form

74.2% of CECS MS & PhD Grads Make at Least $55,000 at Graduation*

38.7% of UCF MS & PhD Grads Make Over $55K*

*from 2011-2012 Graduate Exit Survey located at: http://www.irweb2.ucf.edu/oeas_survey/gss/gd_index.htm
SPRING 2014 GRADUATE STUDENT ORIENTATION

We wish you S.U.C.C.E.S.S.S. at UCF

- S – Stay in Contact
- U – Understand Policies
- C – Create a POS
- C – Capitalize on Resources
- E – Early is Preferred
- S – Satisfactory Progress
- S – Stick with It
? Any Questions?

❖ The College of Graduate Studies
  (www.graduate.ucf.edu)

❖ Your Program’s Graduate Office

❖ CECS’ Graduate Affairs Office

Engineering I - 107
(407) 823-2455
gradengr@ucf.edu
http://www.cecs.ucf.edu