

# New Student Checklist for Graduate Students Civil and Environmental Engineering

## All Students

- **Turn in your FINAL official transcript and degree certificate (if required)**
  - Students may refer to their 'Graduate Admission Checklist' available in MyUCLA (<http://my.ucla.edu>) to confirm if they are required to submit final transcripts. Some students may have already submitted these documents.
  - Documents may be mailed to the following address, dropped off in the Civil and Environmental Engineering Student Affairs Office (Boelter Hall 5732-A), or placed in Jesse's mailbox (Boelter Hall 5732) when you arrive on campus.  
UCLA Civil & Environmental Engineering  
ATTN: Admission; Final Transcripts  
420 Westwood Plaza  
5732 Boelter Hall  
Los Angeles, CA 90095
  - Failure to submit official transcripts and degree certificates (if required) by **September 24, 2015** will result in registration restrictions and limited access to university services.
  - International students should also visit the following website for additional information about transcript requirements:  
<https://grad.ucla.edu/gasaa/admissions/ACADRECS.HTM>
  
- **Obtain your Bruin Card (student ID card)**
  - Available after **September 1, 2015**
  - Website: [www.bruincard.ucla.edu](http://www.bruincard.ucla.edu)
  
- **Review SEASNet Account Information**
  - Website: [www.seasnet.ucla.edu/services/seasnet-accounts](http://www.seasnet.ucla.edu/services/seasnet-accounts)
  
- **Update your mailing address, phone number, and email information in MyUCLA**
  - Website: [www.my.ucla.edu](http://www.my.ucla.edu)
  - If you change your email address please also send an email to [CEESAO@seas.ucla.edu](mailto:CEESAO@seas.ucla.edu) with your updated email address.
  
- **Pay registration fees by September 20, 2015**
  - Classes are dropped if fees are not paid by the deadline
  - Academic calendar with more information is available at [www.registrar.ucla.edu/calendar/](http://www.registrar.ucla.edu/calendar/)
  - We recommend that you also consider enrolling in BruinDirect, a direct deposit system, which allows refunds through the UCLA Bruin Student Account system to directly deposit in your personal bank account (<https://grad.ucla.edu/gss/library/bdintro.htm>).
  
- **Attend orientation**
  - School of Engineering Orientation (required): **September 23, 2015**
    - Information and details will be emailed to students during the summer.
  - UCLA Graduate Students Association Orientation (highly recommended): **September 18, 2015**
    - Website: <http://gsrc.ucla.edu/orientation/>

## All Out-of-State Domestic Students Who Plan to Enroll at UCLA 1+ Years

- Familiarize yourself with residency rules
- Visit the Registrar's website for Frequently Asked Questions [www.registrar.ucla.edu/residence/](http://www.registrar.ucla.edu/residence/)

## All Out-of-State Veterans or Dependents of Veterans

- A new federal policy allows students who are non-resident veterans or dependents of veterans to waive the Nonresident Supplemental Tuition if specific requirements can be met. If you identify with this group please email [CEESAO@seas.ucla.edu](mailto:CEESAO@seas.ucla.edu) for more information.

## All International Students

- **Complete the iSTART@UCLA program online**
  - Website: <http://www.internationalcenter.ucla.edu/home/istart/11/12/overview>
  - We recommend that you complete iSTART@UCLA PRIOR to arriving to the U.S.
- **Explore the UCLA Dashew Center for International Students & Scholars “New Student” website**
  - Website: <http://www.internationalcenter.ucla.edu/>
  - We recommend looking at the “Handbook” section for helpful and detailed information.
- **A Visa Workshop and Visa Check-In are required for all new international students**
  - Website: <http://www.internationalcenter.ucla.edu/>
  - Fall 2015 Visa Check-In Sessions: September 14 (10AM-2PM), September 17 (10AM-2PM), September 18 (10AM-2PM), September 22 (10AM-2PM), September 23 (10AM-2PM); See handout included in your I-20 packet for further details.
  - It is recommended that you DO NOT wait to the last session to check-in as the wait-time will be long. In addition, you must attend the Civil and Environmental Engineering Graduate Student Orientation on September 23<sup>rd</sup>.
  - The International Student Office is located at 106 Bradley Hall, (310) 825-1681
- **English as a Second Language Placement Exam (ESLPE)**
  - Students may refer to their ‘Graduate Admission Checklist’ available in MyUCLA (<http://my.ucla.edu>) to confirm if they are required to take the ESLPE.
  - The ESLPE is required for all entering UCLA graduate students whose first language is not English and who have not otherwise satisfied the English Requirement (<https://grad.ucla.edu/gasaa/admissions/ENGREQ.HTM>). Neither the TOEFL nor any other English proficiency test can be submitted or accepted in lieu of the ESLPE. Nonnative-speaking graduate students are exempt from the ESLPE if they hold a Bachelor’s or higher degree from a university located in the United States or in another country in which English is both the primary spoken language of daily life (e.g., Australia, Barbados, Canada, Ireland, Jamaica, New Zealand, United Kingdom) and the medium of instruction.
  - Students must register for the exam at the UCLA Writing Programs website ([www.wp.ucla.edu](http://www.wp.ucla.edu)). If a student fails to register for the scheduled exam, he/she must wait until the next exam is offered as the department does not administer individual exams.
  - The ESLPE is offered ONCE every quarter during the academic year. Sometimes, ESLPE is offered more in the Fall term. When the Fall 2015 ESLPE schedule is available it will be posted on the following website: [www.wp.ucla.edu](http://www.wp.ucla.edu).
  - Graduate students, if applicable, must satisfy their ESL requirement during their first year of residency. Graduate students may take the ESLPE up to two times.
  - If required to take one or more ESL courses, you should always take these courses for a S/U grade. You must select this as your grading basis when you register for the course. You must also receive a grade of “S” in order to satisfy the ESLPE requirement. These courses fill quickly, so we recommend you enroll early!
- **Test for Oral Proficiency (TOP)**
  - Website: <http://oid.ucla.edu/training/top>
  - Students who plan to work as a Teaching Assistant (TA) at UCLA and are non-US citizens must pass the TOP before working as a TA in any department at UCLA. All non-citizens are considered international students. This includes permanent residents.
  - Exemptions from the TOP are listed below:
    - You are a U.S. citizen or hold a Bachelor's degree from a U.S. institution, you are automatically exempt from taking the test; you do not need to take any further action.
    - Holding a Master's degree from a U.S. institution does not qualify for an exemption.
    - No alternatives to TOP are accepted. Scores on any other language proficiency exams may not be used as a replacement for the TOP (e.g., SPEAK, TSE, TOEFL, ESLPE).
    - If you do not plan to work as a TA at UCLA, you do not need to take the TOP. Other positions (e.g., Reader, Special Reader, GSR) do not require the TOP.
  - When the 2015-2016 TOP schedule is available it will be posted on the following website: <http://oid.ucla.edu/training/top>
- **Programs for Improving English Language Skills**
  - Website: <http://www.internationalcenter.ucla.edu/home/Programs/10/10/intro>
    - American Culture & Conversation Program: 8-week series of group sessions offered on-campus for free!
    - Conversation Partners: Practice the language you are learning and teach your native language one-on-one!
    - Language Circles: Practice your skills while networking with other students!

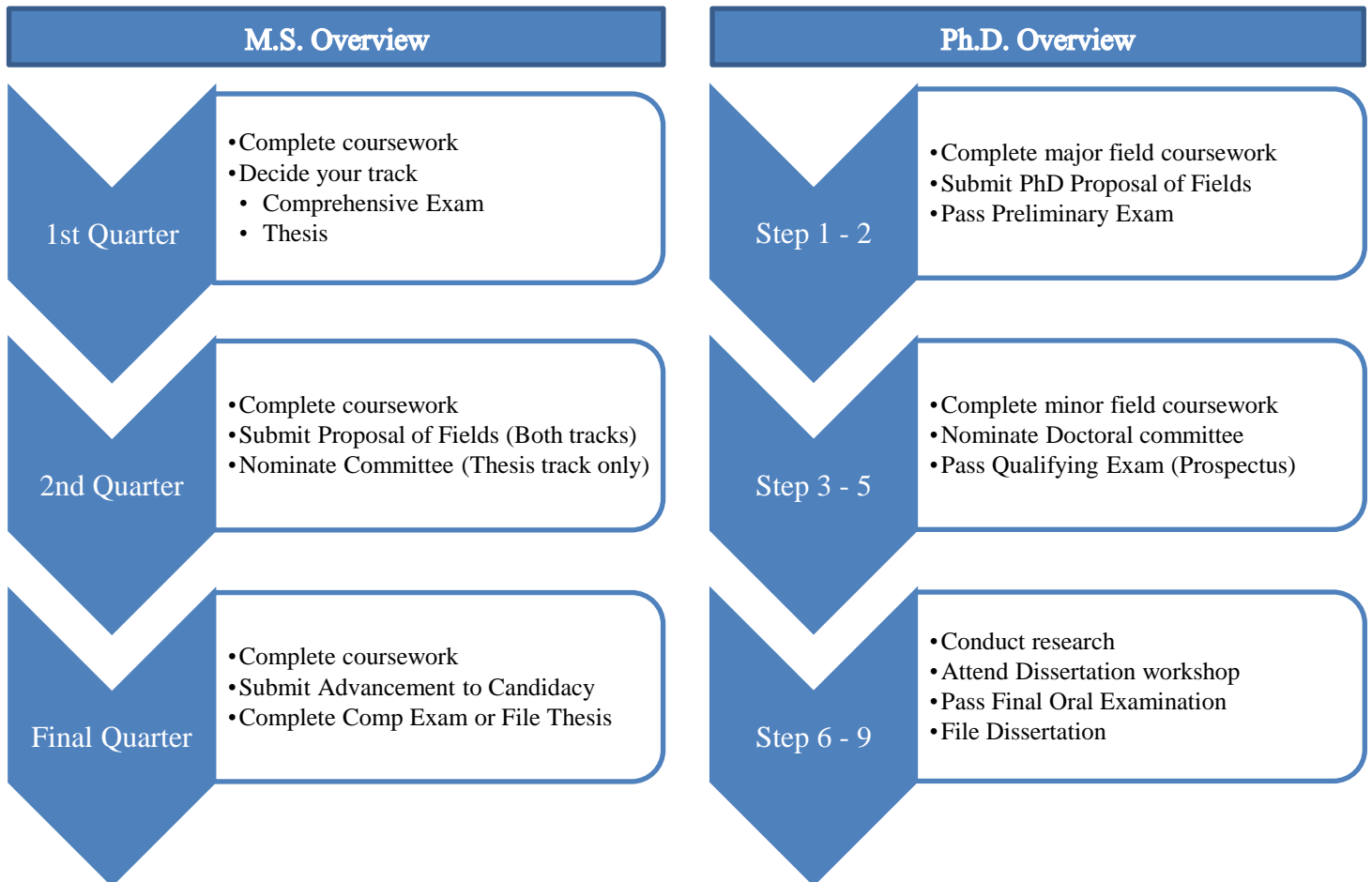
## New Student Procedures Civil and Environmental Engineering

All students are required to know the Student Procedure information displayed on our department website.

Student procedures may be found on the Civil and Environmental Engineering department website (<http://www.cee.ucla.edu/>; Home > Academics > Degree Requirements > Graduate Programs) OR through the links below.

M.S. Student Procedures: <http://www.cee.ucla.edu/academics/degree-requirements/graduate-programs/m.s.-course-requirements>

Ph.D. Student Procedures: <http://www.cee.ucla.edu/academics/degree-requirements/graduate-programs/ph.d.-course-requirements>



## Helpful Websites Civil and Environmental Engineering

- Civil and Environmental Engineering: <http://cee.ucla.edu/>
- Civil and Environmental Engineering Program Requirements (2015-2016 program requirements to be posted during Summer 2015): <https://grad.ucla.edu/gasaa/pgmrq/civengr.asp>
- UCLA Graduate Division (Orientation Handbook): <https://grad.ucla.edu/newstudents.html>
- UCLA Standards and Procedures for Graduate Study: <https://grad.ucla.edu/gasaa/library/spintro.htm>
- UCLA Registrar (Academic Calendar, Schedule of Classes, Course Descriptions): <http://www.registrar.ucla.edu/>
- MyUCLA (Real-time access to University academic, personal and financial records): <https://my.ucla.edu/>
- UCLA Housing: <https://housing.ucla.edu/>
- UCLA Transportation: <https://main.transportation.ucla.edu/>
- UCLA Dashew Center for International Students and Scholars: <http://www.internationalcenter.ucla.edu/>
- UCLA Student Health and Wellness Center (Immunization Information): <http://www.studenthealth.ucla.edu/default.aspx>
- UCLA Financial Aid (Funding Opportunity Database): <https://grad.ucla.edu/asis/stusup/index.html>

## **New Student Registration Information Civil and Environmental Engineering**

### **Overview**

The Fall 2015 course schedule will be available online in the beginning of June. Registration for Fall 2015 will open in the middle of June. Registration consists of paying fees and enrolling in classes. Registration fees and other University charges are paid through BruinBill. BruinBill is an electronic bill (eBill) that students view in MyUCLA. Enrollment in classes is completed via MyUCLA. Students must complete both processes by the established deadlines to be officially registered and enrolled for the term.

### **Payment**

Pay registration fees by the **September 20, 2015**, deadline

- Classes are dropped if fees are not paid by the payment deadline
- Select and enroll in your classes by second week to avoid paying a Late Study List fee
- Students are eligible to enroll and/or change enrollment after the payment deadline until the end of the second week. Students are required to pay the registration fees by the provided deadline even if they have not yet registered in courses.
- Academic calendar is available online at <http://www.registrar.ucla.edu/calendar/calf14.htm>

### **Determining your Course Plan**

- The 2015-2016 Civil and Environmental Engineering Program Requirements will be posted on the following website during Summer 2015. Please check back to view: <https://grad.ucla.edu/gasaa/pgmrq/civengr.asp>.
- To help guide your academic plan, attached to your email is the M.S. Program of Study and/or Ph.D. Proposal of Fields.
  - These documents include registration guidelines, registration worksheets, and sample schedules by major field.
  - Ph.D. students who do not hold already hold a M.S. degree should view the M.S. Program of Study to plan their first year of Ph.D. enrollment. Ph.D. students who already hold a M.S. should contact their faculty advisor to discuss their registration.
  - M.S. students and Ph.D. students who do not already hold a M.S. degree will submit the M.S. Program of Study during their second quarter of enrollment. Ph.D. students who already hold a M.S. degree will submit their Ph.D. Proposal of Fields near the end of their first year or beginning of their second year of study.

### **Who to Contact with Questions?**

The CEE SAO ([CEESAO@seas.ucla.edu](mailto:CEESAO@seas.ucla.edu)) will be able to answer your general questions regarding registration. While your assigned faculty advisor will also provide you with guidance regarding registration, most registration questions will be answered during the Civil and Environmental Engineering Orientation in September. Please keep in mind that if you contact your faculty advisor prior to the start of the fall term to discuss fall registration you may experience a delay in response due to faculty engagement in current research, teaching commitments, and summer travel schedules. Graduate students who enroll in courses at the beginning of the Fall 2015 term do not frequently experience issues with registration in their desired courses.

### **PTE #'s**

Permission to Enroll (PTE) numbers are required for certain courses. You will typically need a PTE # if you are a graduate student attempting to register for an undergraduate course (100-level or below) or a Civil Engineering major attempting to register for a non-Civil Engineering course. Instructors may distribute PTE #'s during the summer or may choose to wait until the first week of class to distribute. If you need a PTE #, you may contact the instructor of the course or show up to class during Week 1.