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New Student Checklist for Graduate Students
Civil and Environmental Engineering

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All Students

Turn in your FINAL official transcript and degree certificate/diploma (if required)

- Students may refer to their 'Graduate Admission Checklist' available in the original communication they received from the Graduate Division regarding their admission to the program to confirm if they are required to submit final transcripts. Some students may have already submitted these documents. You may also see a hold on your MyUCLA account.
  - Students who are required to submit final transcripts from a domestic institution should verify that the transcript shows that their **degree was conferred and the date of conferral.** Transcripts without this information are not considered final.
  - Students who are required to submit final transcripts from an international institution should note that you must also submit degree certificates and diplomas in original language and English translations. More information may be found here: https://grad.ucla.edu/admissions/required-academic-records/
- We prefer submission of final transcripts electronically. Please have your institution's Registrar submit your official final transcript electronically to mimi@seas.ucla.edu.
- If you prefer to submit your a hard copy of your transcript, the 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 the CEE SAO mailbox (Boelter Hall 5732) when you arrive on campus.
  UCLA Civil & Environmental Engineering
  ATTN: Admission; Final Transcripts
  580 Portola Plaza
  5731 Boelter Hall
  Los Angeles, CA 90095-1593
- Failure to submit official transcripts and degree certificates/diplomas (if required) by **August 15, 2023** will result in registration restrictions and limited access to university services. If you are unable to make this deadline you must contact mimi@seas.ucla.edu.
- Students who completed their most recent degree at UC**LA do not** have to submit their final official transcripts.

Update your mailing address, phone number, and email information in MyUCLA

- Website: www.my.ucla.edu
- If the current email address you have on file is for your current/recently graduated institution please check to make sure you will still have access to this email account in the future. If not, please update your email address in MyUCLA so that you receive our email communication throughout the summer.
- If you change your email address in MyUCLA, you must also send an email to mimi@seas.ucla.edu notifying us of the change so that we may update our system. If we do not receive this email from you we cannot guarantee that you will receive all communication.
- If you have a preferred first name, you may request that the first name be entered in your student record through the Settings tool in www.my.ucla.edu. Once the request has been approved by the Registrar's Office, the preferred name will be viewable across different campus applications. For more information regarding preferred first names please visit http://www.registrar.ucla.edu/Student-Records/Personal-Information

Review UC Student Health Insurance Plan Information

- Website: http://www.studenthealth.ucla.edu/
- UC SHIP is a systemwide plan providing enhanced health benefits to all enrolled students. All registered students are automatically enrolled in UC SHIP, but if you have comparable insurance and you do not want to keep UC SHIP as dual coverage, you must submit a request to waive enrollment by the specified deadline.
- Immunization information: http://www.studenthealth.ucla.edu/Lists/ChannelContent/CustDispForm.aspx?ID=37&Title=Immunizations&Channel=Services

Pay registration fees by September 20, 2023

- Paying fees overview: https://grad.ucla.edu/academics/graduate-study/new-students-orientation/
- Academic calendars with more information are available at http://registrar.ucla.edu/Calendars/Overview
- 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).

Obtain your Bruin Card (UCLA Student ID Card)

- Available after September 1, 2023
- BruinCard is your official university ID, debit card, library card, gym pass, meal card, access card, etc.
- Website: www.bruincard.ucla.edu

Attend orientation

- School of Engineering & Civil and Environmental Orientation (required): **TBD (late September)**
  - Information and details will be emailed to students during the summer.
- UCLA Graduate Students Association Orientation (highly recommended): **TBD**
  - Website: http://gsrc.ucla.edu/orientation/

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

o Familiarize yourself with residency rules. Funding offers beyond year 1 are usually contingent on establishing residency.
o Visit the Registrar's website for Frequently Asked Questions http://registrar.ucla.edu/Fees-Residence/Residence-Requirements

All Out-of-State Veterans or Dependents of Veterans

o A 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 mimi@seas.ucla.edu for more information.

All International Students

Complete the iSTART@UCLA program online
o Website: https://internationalcenter.ucla.edu/istart-ucla
o 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
o Website: http://www.internationalcenter.ucla.edu/
o 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
o Website: http://www.internationalcenter.ucla.edu/
o It is recommended that you DO NOT wait to the last session to check-in as the wait-time will be long. In addition, do not attend a Visa Check-In during the Civil and Environmental Engineering Graduate Student Orientation on TBD.
o The International Student Office is located at 106 Bradley Hall, (310) 825-1681

English as a Second Language Placement Exam (ESLPE)
o Students may refer to their 'Graduate Admission Checklist' available in the original communication they received from the Graduate Division regarding their admission to the program to confirm if they are required to take the ESLPE.
o 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). 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. In addition, students who entered UCLA with a score of 100 or above on the TOEFL iBT or a 7.5 overall band score on the IELTS exam are exempt from taking the ESLPE.
o Students must register for the exam at the UCLA Writing Programs website (https://wp.ucla.edu/placement-exams/eslpe/). 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. We highly recommend that you take the ESLPE as soon as possible. Because our MS degree program in typically a one-year program, and results of the ESLPE may place you into a maximum of two ESL courses, that means MS students should take the ESLPE in Fall in case they have to register in ESL courses in Winter and Spring.
o The ESLPE is offered ONCE every quarter during the academic year. Sometimes, ESLPE is offered more in the Fall term. When the Fall 2023 ESLPE schedule is available it will be posted here: https://wp.ucla.edu/placement-exams/eslpe/.
o Graduate students, if applicable, must satisfy their ESLPE requirement during their first year of residency.
o 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)
o Website: https://teaching.ucla.edu/gradstudent-programs/top/
o 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.
o 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.
  • 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.
o When the 2023-2024 TOP schedule is available it will be posted on the following website: https://teaching.ucla.edu/gradstudent-programs/top/#exam-registration

Programs for Improving English Language Skills
o Website: https://internationalcenter.ucla.edu/resources/english-language
  • American Culture & Conversation Program: You will learn all about American idioms, slang, social etiquette, sports, holidays, and more!
  • Language Exchange: Practice the language you are learning and teach your native language one-on-one!
  • English Language Circles: Practice your skills while networking with other students!

New Student Procedures
Civil and Environmental Engineering

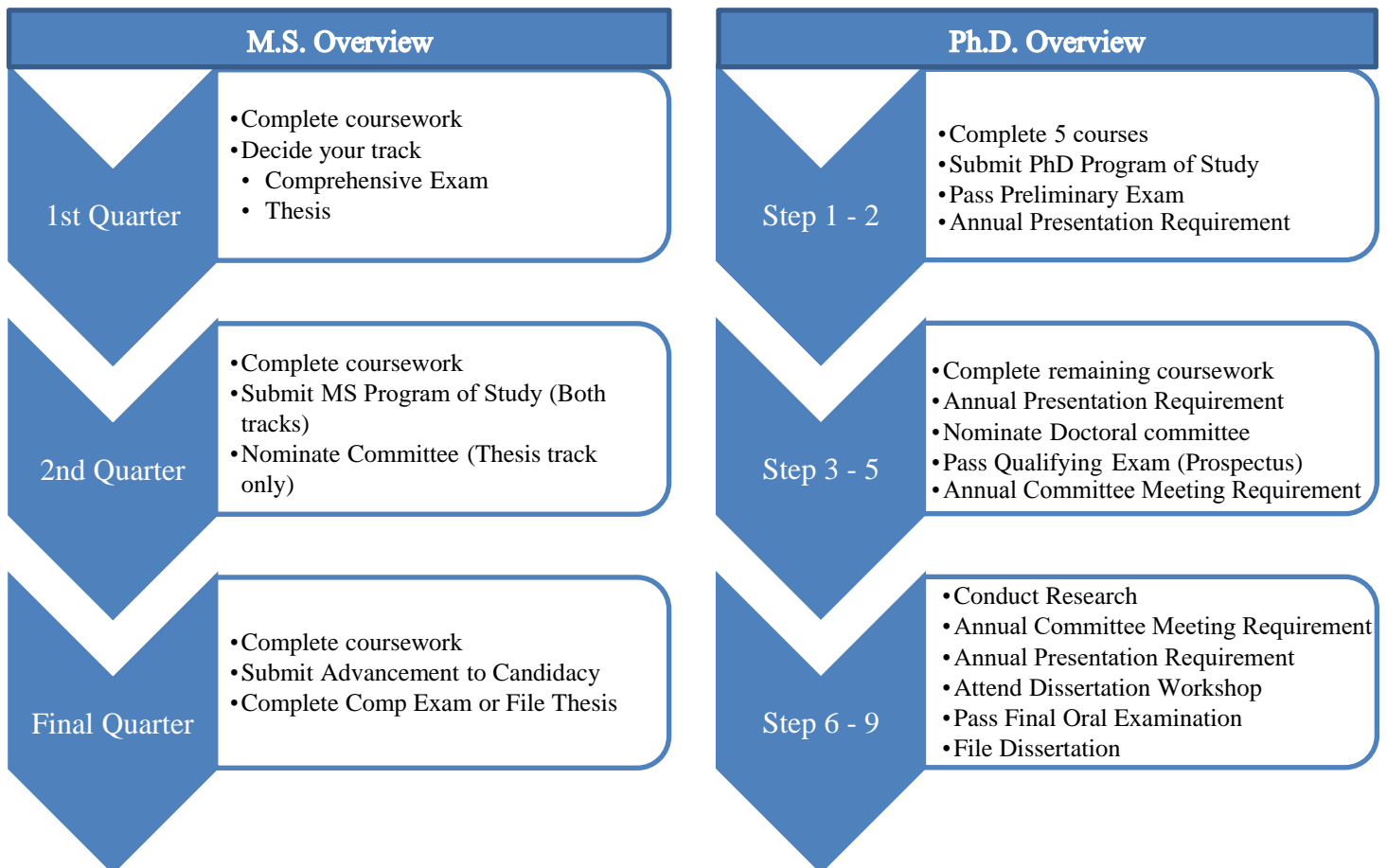**All students are required to read and understand the Program Requirements and Student Procedure information.**

Program Requirements may be found here at the following link. Please note that the 2023-2024 requirements will be posted during the summer.

https://grad.ucla.edu/programs/school-of-engineering-and-applied-science/civil-environmental-engineering-department/civil-engineering/

Student procedures may be found on the Civil and Environmental Engineering department website OR through the links below.
M.S. Student Procedures: http://www.cee.ucla.edu/m-s-course-requirements/
Ph.D. Student Procedures: http://www.cee.ucla.edu/ph-d-course-requirements/

M.S. Overview

1st Quarter
- Complete coursework
- Decide your track
  - Comprehensive Exam
  - Thesis

2nd Quarter
- Complete coursework
- Submit MS Program of Study (Both tracks)
- Nominate Committee (Thesis track only)

Final Quarter
- Complete coursework
- Submit Advancement to Candidacy
- Complete Comp Exam or File Thesis

Ph.D. Overview

Step 1 - 2
- Complete 5 courses
- Submit PhD Program of Study
- Pass Preliminary Exam
- Annual Presentation Requirement

Step 3 - 5
- Complete remaining coursework
- Annual Presentation Requirement
- Nominate Doctoral committee
- Pass Qualifying Exam (Prospectus)
- Annual Committee Meeting Requirement

Step 6 - 9
- Conduct Research
- Annual Committee Meeting Requirement
- Annual Presentation Requirement
- Attend Dissertation Workshop
- Pass Final Oral Examination
- File Dissertation

Helpful Websites
Civil and Environmental Engineering

- Civil and Environmental Engineering: http://cee.ucla.edu/
- Civil and Environmental Engineering Graduate Programs: http://www.cee.ucla.edu/graduate-programs/
- Civil and Environmental Engineering Program Requirements (2023-2024 program requirements to be posted during Summer 2022): 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: https://www.studenthealth.ucla.edu/
- UCLA Financial Aid (Funding Opportunity Database): https://grad.ucla.edu/funding/

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

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Overview
The Fall 2023 course schedule will be available online in the beginning of June. Registration for Fall 2023 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/Registration
Pay registration fees by the **September 20, 2023** deadline
- Students may enroll as early as their registration appointment allows (see MyUCLA for appointment). We recommend that you enroll prior to the payment deadline and then finalize your schedule during orientation. Students may change enrollment after the payment deadline until the end of the second week without paying additional fees.
- 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://registrar.ucla.edu/Calendars/Overview

Determining your Course Plan
- The 2023-2024 Civil and Environmental Engineering Program Requirements will be posted during Summer 2023 (late Aug/early Sept): https://grad.ucla.edu/programs/school-of-engineering-and-applied-science/civil-environmental-engineering-department/civil-engineering/
- To help guide your academic plan, you may review the M.S. Program of Study and/or Ph.D. Program of Study.
    - You may find the forms here: http://www.cee.ucla.edu/graduate-student-forms/
    - These documents include registration guidelines, registration worksheets, and sample schedules by major field.
        - Please note that the sample schedules may be updated in during the summer.
        - The online schedule of classes may be found here: https://sa.ucla.edu/ro/Public/SOC
        - C&EE course descriptions may be found here: https://catalog.registrar.ucla.edu/
    - 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 Study near the end of their first year or beginning of their second year of study.

Who to Contact with Questions?
The CEE SAO, Mimi Baik (mimi@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 2023 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 (not common) 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.

Multiple-listed Courses
Due to the collaborative nature of our department, we have a number of courses that are multiple-listed with other departments. These classes will be designated with the letter "M" prior to the course number. For example, C&EE M230A is multiple-listed with MECH&AE M256A (http://catalog.registrar.ucla.edu/). Students may enroll in the C&EE section or the non-C&EE section (C&EE M230A vs. MECH&AE M256A) depending on which department is 'hosting' the course that term. For example, if you see that C&EE M230A is listed with enrollment caps of 0 and indicates the course is 'closed', you should register in the MECH&AE M256A course. There is no difference between the two classes.