Financial and demographic information, as well as staffing, are subject to change on a semester to semester basis. For the most updated information please contact Susanne Kauer or any member of the EECS Center for Student Affairs.

An additional resource, EECS New Faculty Resources, written by then new EE Professor Laura Waller is available via Google docs.

1. Overview: EECS Center for Student Affairs
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3. Instructional Support
   a. EECS Instructional Support Team (external to Student Affairs)
   b. Course Scheduling
   c. Teaching Assistant (GSI) Coordination
   d. Reader Hiring
4. Specialized Advising
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   ii. Academic Challenges
   iii. Academic Honesty
5. EECS Undergraduate Programs
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   b. BA in Computer Science (L&S)
   c. Joint Majors
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6. Undergraduate Policy and Guidelines
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         1. MS
   b. Ph.D. Program
8. Graduate Admissions
9. Graduate Policy and Guidelines
   a. Graduate Funding
   b. Temporary Advisors
   c. Head Graduate Advisor
   d. Pathway to the Master’s Degree
   e. Pathway to the Doctoral Degree
10. Ph.D. Milestones

Appendix A: Center for Student Affairs Staff
Overview: EECS Center for Student Affairs (CSA)

CSA provides advising and individual assistance to prospective and current students (both graduate and undergraduate), faculty and staff. Our goal is to provide friendly, accurate and efficient service. Our team can assist faculty with student advising, graduate admissions and financial support information, and undergraduate research and teaching appointments. We also handle issues related to student diversity, retention and academic success. Please do not hesitate to contact us with any questions you may have about our student programs.

Student Profiles/Demographics - Susanne Kauer

Undergraduate - Over 2,100 undergraduate majors (EECS: 1,201 freshmen-seniors; L&S CS: 904 juniors and seniors as of spring 2015). In addition, there are at least 900 freshmen and sophomore students in the L&S track interested in declaring computer science as their major. 19.5% of undergraduates are women, but the proportions of women in L&S CS are nearly twice that of EECS (26% compared to 14.4%). Approximately 4% of EECS and L&S CS majors are URMs (Chicano/Latino, African American or Native American). Approximately 68% are CA residents. 15% are international. The vast majority of all the majors are CS-focused. Nearly 69% receive financial aid (nearly 18% are Pell recipients) and 70% graduate with no debt. The EECS admission rate is highly selective: 8%.

Graduate - Over 600 graduate students, 90% of whom are on the PhD track. 58% of graduate students are EE-focused. Approximately 43% are international students. 19% of our graduate students are women and 6% are URMs. Highly selective: 5.8% admission rate to the PhD program.

More information on student demographics are available to faculty via CalAnswers.

Instructional Support

Most instructional support is provided by the EECS Instructional Support Team but course scheduling and GSI and UGSI Coordination is provided by the EECS Center for Student Affairs staff.

Course Scheduling - Lydia Raya (EE) and Michael-David Sasson (CS)
Each semester you will be asked for your teaching preferences, including days, times and locations. The EECS department attempts to accommodate faculty preferences whenever possible. Once you have submitted your preferences, Michael-David Sasson (CS) and Lydia Raya (EE) work to schedule all of the courses for the department. They will be contacting you in advance of the semester to notify you of your time, date and room assignments. They are also
responsible for managing the EECS faculty teaching and service database known as “Heaven Points,” student enrollments, wait lists, new course approvals through Committee on Courses of Instruction (COCI) and room reservations. Instructions for reserving rooms in Cory and Soda Halls can be found here: http://www.eecs.berkeley.edu/Resguide/roomsched.shtml

Teaching Assistant (GSI and UGSI) Coordination - Catherine Bouvier Dang (lower division CS) and Pat Hernan (upper division CS and EE)
Our office assists faculty and students to identify Teaching Assistants (i.e., GSIs or Graduate Student Instructors or TAs). With rapidly growing interest in our courses, the EECS department has expanded courses to meet demand, increasing pressure to find and hire qualified and enthusiastic GSIs/UGSIs. The department now hires more undergraduate than graduate GSIs. The process for hiring GSIs/UGSIs can be found here: http://www.eecs.berkeley.edu/GradAffairs/Faculty-Restricted/gsi-hiring.shtml
You are strongly encouraged to recruit your own student teaching staff and have them apply through our application system. You will be contacted when applications open (Spring GSIs: October; Summer GSIs: March; Fall GSIs: April) and then the selection process can begin after students have applied.

Reader Coordination – Nicole McIntyre (EE) and Becky Frazier (CS)
Our office assists EE faculty with identifying readers for EE courses. The EECS Instructional Support Team assists with hiring CS readers. More information on Hiring Course readers is available online.

Specialized Advising
Advising Re: Students of Concern - Susanne Kauer and Sarah Van Nostrand
We are happy to consult with you regarding any students demonstrating concerning behavior. You may also contact Counseling and Psychological Services (Tang Center) and the Students of Concern Committee or the campus police department. You should consider filing a Student of Concern report or contacting Susanne for any behavior:

- That places anyone at risk
- That causes others to be alarmed or frightened
- That makes others uncomfortable or uneasy
- If the student appears to have lost the ability to function
- If the student makes worrisome comments or exhibits other unusual behavior

*** If a student’s behavior represents an immediate threat, call 911. ***

Student of Concern reports may be submitted online: https://berkeley-advocate.symplicity.com/care_report/index.php/pid370123?
The Gold Folder is a useful resource that can help identify concerning behaviors and how to address them: http://uhs.berkeley.edu/goldfolder/

Licensed psychologist Christine Zhou of University Health Services (also called the Tang Center) holds office hours here in the College of Engineering. She can help students address
any personal concerns that are causing stress. To schedule a free and confidential consultation, contact her at christinez@uhs.berkeley.edu or (510) 643-7850.

Counseling and Psychological Services (normal business hours): (510) 642-9494
Counseling and Psychological Services (after hours, for students in crisis): (510) 643-7197
UCPD Emergency Phone #: 911
UCPD Emergency Phone from a cell phone: (510) 642-3333
UCPD Non-Emergency 24 hour line: (510) 642-6760
We also have a student, faculty, and staff ombudsperson available to us. This individual can help with sorting through a campus-related conflict or concern. The Ombudsperson will listen to your concerns, serve as a sounding board, discuss your options with you, and help you get a new perspective and determine the next steps to take.

Faculty Ombudsperson: http://academic-senate.berkeley.edu/committees/omb/faculty-ombudsperson
Staff Ombudsperson: http://staffombuds.berkeley.edu/
Student Ombudsperson: http://sa.berkeley.edu/ombuds

Advising Re: Academic Challenges - Susanne Kauer
There are a variety of tutoring and advising resources available for students who are struggling academically. A complete list of undergraduate tutoring resources is available here: http://www.eecs.berkeley.edu/Students/help.shtml

Advising Re: Academic Honesty - Susanne Kauer
We can help advise faculty and students on issues relating academic dishonesty. Conduct violations may also be reported directly to the campus Center for Student Conduct: http://sa.berkeley.edu/conduct

EECS Undergraduate Programs

Bachelor of Science (BS) in Electrical Engineering and Computer Sciences (EECS) - Sarah Van Nostrand / Nicole McIntyre
● Offered through the College of Engineering
● Admits students directly into the major as freshmen

Bachelor of Arts (BA) in Computer Science - Christopher Hunn
● Offered through the College of Letters and Sciences
● Students admitted to University as undeclared and must later declare the Computer Science major around junior year (after completing the technical prerequisite courses with a GPA of 3.0 or better).

Similarities of Programs:
Students in both programs take almost exactly the same coursework with the same faculty.
Students have the same research opportunities, job opportunities, etc.
Difference is in the breadth requirements.
Advising: students interested in hardware should take the EECS route; students with an interest in double majoring (i.e., math or cognitive science, art) should take the L&S route.

**Joint Majors and Minors** - *Christopher Hunn (CS) Sarah Van Nostrand/Nicole McIntyre (EECS)*

Joint Majors: EECS/Materials Science and Engineering, and EECS/Nuclear Engineering. Several proposed CS joint majors in the works, not ready for 1-2 years. Undergraduate minors: EECS or CS.

**Undergraduate Policy and Guidelines**

The [EECS Student Handbook](http://www.eecs.berkeley.edu/Programs) contains information for undergraduates as well as policy and sample curricula for majors.

**Undergraduate Faculty Advising** - *Nicole McIntyre & Dahlia Case (EECS) and Christopher Hunn (CS)*

All undergraduate majors must meet with their faculty adviser at least once per semester prior to enrolling in courses. CSA coordinates this process and you will receive emails from us once a semester with details. At minimum, students must review their schedule with their faculty adviser in order to receive their adviser code, which is required by the TeleBears system for registration. We recommend that students and faculty also use the opportunity to talk about the students’ experiences at Berkeley, within the department, undergraduate research, grad school, and internships. Faculty advisers can choose to meet with their advisees in groups or individually. Food is provided by the department. More information, FAQs, key dates, etc. is available at: [http://www.eecs.berkeley.edu/Programs/student-faq.html](http://www.eecs.berkeley.edu/Programs/student-faq.html)

**College of Engineering Advising** - *Mary Howell*

Upon admission, every Berkeley Engineering student is assigned an academic adviser based on their major. Engineering Student Services (ESS) advisers are available to assist with course selection, four-year planning, petitions for exception to policy, and other administrative processes. [http://engineering.berkeley.edu/student-services/advising/engineering-student-services-advising](http://engineering.berkeley.edu/student-services/advising/engineering-student-services-advising)
EECS Graduate Programs

Master's Programs - Shirley Salanio and Michael Sun (starting October 2015)

Industry Oriented

Master of Engineering (MEng)
- Full-time 1 year
- On-Campus
- Technical Courses + Engineering Leadership Curriculum

Master of Advanced Study in Integrated Circuits (MAS-IC)
- Part-time 2 years
- Fully Online
- Specialized in Integrated Circuit Design

5th Year Master of Science (MS)
- Berkeley undergrads only
- Full-time 1 year
- On-Campus
- Continued research project

Research Oriented

Master of Science (MS)
- Full-time 1-2 years
- On-Campus
- Leads to career in industrial R&D or PhD

MS/PhD
- For those who want to earn the MS along the way to the PhD
- Full-time 5-7 years
- On-Campus

Doctor of Philosophy (PhD)
- Full-time 3-6 years
- On-Campus
- Research + Teaching Experience

INDUSTRY ORIENTED GRADUATE DEGREES - Michael Sun and Shirley Salanio

Master of Engineering (MEng)
This is a professional Master’s designed for students who plan to join the engineering profession immediately following graduation. This 1-year interdisciplinary experience includes three major components: an area of technical concentration, courses in leadership skills, and a rigorous capstone project experience. The MEng Capstone Project integrates core leadership coursework with a student’s engineering concentration. EECS faculty may opt to propose/implement a project for MEng students, and will receive unrestricted funds for advising each student throughout the project's duration. For more information, please contact George Necula (necula@cs.berkeley.edu) or Michael Sun (msun86@berkeley.edu).

Master of Advanced Study in Integrated Circuits (MAS-IC)
This is an online part-time degree program focused on developing advanced knowledge in the field of Integrated Circuits. It is targeted to working professionals who are seeking to advance their careers by becoming a true expert in the field.

5th Year Master of Science (M.S.)
This program is only for Berkeley EECS and CS L&S Undergraduates. It is a five-year combined Bachelor/Master’s program for outstanding and highly motivated students who desire greater breadth than is practical in the B.S. or B.A. programs alone.
Research Oriented Graduate Degrees - Shirley Salanio and Michael Sun (starting October 2015)

Master of Science (M.S.)
This program emphasizes research preparation and experience, and for most students is a chance to lay the groundwork for pursuing a Ph.D. It requires either a research thesis (Plan I) or a report on a research project (Plan II). It is possible to complete the M.S. degree in one year, but most students take 3-4 semesters while they are also filling in undergraduate prerequisites they may be missing, preparing for Ph.D. preliminary exam, and becoming involved in a research group. The following degrees are offered:

- **M.S. in Electrical Engineering & Computer Sciences**: For EE students with a B.S. degree in one of the accredited engineering curricula or who have satisfied the equivalent of a B.S. degree as determined by the department.
- **M.S. in Computer Science**: For CS students with a B.S. in computer science or as determined by the department.

Doctor of Philosophy (Ph.D.) - Shirley Salanio, Audrey Sillers, Heather Levien
We offer a Ph.D. in Electrical Engineering and Computer Sciences or a Ph.D. in Computer Science. The principal requirements are:

- coursework (a major field and two minor fields)
- departmental preliminary requirement (oral exam and breadth courses) which are different for EE and CS
- the qualifying exam
- the dissertation

The EECS Department requires that a student establish a major subject area and two minor subject areas. The median time of completion for the Ph.D. is five and a half years.

Graduate Admissions - Catherine Bouvier Dang (CS PhD); Pat Hernan (EE PhD); Michael Sun (Master’s).

Each fall the CSA staff work with the Head Graduate Advisers, Master’s Committee Vice Chair and the members of the graduate admissions committee to coordinate file review, admission offers and campus fellowship nominations. EECS faculty have the a formal admission meeting in late January, admission offers go out in early February, and the EECS Visit Days (a yield event for admitted PhD students) are held in mid-March. Students are asked to indicate their statement of intent to register (SIR) no earlier than April 15. Faculty participation in the recruitment process is crucial to yielding top-quality students.

Graduate Policy and Guidelines

Graduate Funding - Susanne Kauer

Financial Support by Program:
- All doctoral students are guaranteed full funding for their course of their program, as long as they make adequate degree progress.
• Research-based MS students receive a guarantee of Graduate Student Instructor (GSI) support and non-resident tuition.
• Other Master's students do not receive any guaranteed financial support.

Doctoral Students: may be supported by fellowships, GSIs, GSRs (Graduate Student Researchers) or a combination thereof. The EECS department strives to equalize the amount of funding doctoral students receive over their course of study, regardless of their source of support. Susanne coordinates departmental support for all first-year doctoral students. GSIs are generally not recommended for first-year doctoral students. Afterwards, students not on external fellowships are supported by GSR appointments.

GSRs: ERSO administers GSR support. You will need to work with your Research Support Officer to appoint individuals GSRs.

GSI Supplement Policy/Combination GSI/GSR: Students are required to serve 2 terms as GSIs. However, the union-set GSI salary is substantially lower than GSR salary. Therefore our department has a policy of “supplementing” all GSIs with a partial GSR appointment (or “combination GSI/GSR appointment) or equivalent stipend. For fall 2015, the supplement is approximately $2500/semester for a 50% GSI or $7000/semester for a 25% GSI. The department directly plays any non-resident tuition payments for international students who are not eligible for California state residency (and therefore lower tuition) using fellowship funds.

Summer Fellowship Supplement: Many of our graduate students receive NSF, NDSEG or University fellowships. However, the stipend provided by these fellowships during the summer months is substantially less than can be earned by a GSR. Therefore, faculty are encouraged to supplement fellowship recipients over the summer (not during the academic year) with partial GSRs. A memo on with details on how to supplement these awards is prepared by the EECS Student Affairs director each May and circulated to the faculty and ERSO Human Resources (Campus Shared Services Team 2) office. Questions about supplementing other fellowships may be directed to Susanne Kauer.

Faculty Start-up Packages for Graduate Support: If you are starting up a research lab, you may have received a letter with details on your faculty start-up package. The start-up package should include information on a certain number of semester’s worth of graduate student support. The graduate student support semesters are in the form of fellowships administered by Susanne, and must be used within 3 years or forfeited.

Temporary Advisors - Shirley Salanio, Audrey Sillers, Heather Levien
Every incoming graduate student is assigned a Temporary Faculty Advisor. The Temporary Advisor provides advice about courses and degree requirements to help students design a tentative plan of study for the degree objective. S/he also offers advice on finding a permanent Faculty Advisor, providing all the necessary signatures until a student finds a permanent advisor.

During a doctoral student’s first year, it is expected that there may be a period of “shopping” to find a mutually beneficial fit between a student and a faculty advisor. Students must maintain open and direct communication with both the temporary and intended permanent faculty advisors. Once an agreement for a permanent advisor has been determined, the student must notify their Staff Graduate Advisor in writing, copying both the temporary and intended permanent advisor. The Staff Graduate Advisor will update the student’s record in the department database.
**Head Graduate Advisor** - *Shirley Salanio, Audrey Sillers, Heather Levien*

The Head Graduate Advisor is in charge of graduate student policy and exceptions. Only the Head Graduate Advisor can make requests to the Graduate Division regarding graduate enrollment, degrees, academic progress, and financial aid and sign Graduate Division documents. The faculty member holding this title may change every academic year. Professor Murat Arcak is the current Head Graduate Advisor for the EECS department. However, many official forms requiring the signature of the Head Graduate Advisor can be signed by Staff Graduate Advisors (Michael Sun for Master’s degrees, Audrey Sillers for CS doctoral students, and Shirley Salanio for EE doctoral students). In general, the Head Graduate Advisor may not be familiar with each individual student case and the Staff Graduate Advisor can verify the information.

**Pathway to the Master’s Degree** - *Michael Sun and Shirley Salanio*

- **Master of Science (M.S.)**

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<tr>
<td>Minimum 24 units with 3.0 cumulative GPA:</td>
<td>- 10 units of 200-level EECS courses (not 298 or 299)</td>
<td>Find a research advisor.</td>
<td>1. Decide on Thesis committee</td>
<td>Plan I or Plan II?</td>
<td>EECS Exit Survey.</td>
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<td>- 4-10 units of 299 for PLAN I</td>
<td>- Complete a research project.</td>
<td>2. For Plan II, Departmental form only</td>
<td>Filing Instructions</td>
<td>Commencement registration</td>
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<td>or 3-6 units of 299 for PLAN II</td>
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<td>3. For Plan I, Departmental and Graduate Division forms</td>
<td>Signature page and abstract to Staff Graduate Advisor.</td>
<td>Diplomas through the Registrar's Office.</td>
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<td>Remaining units can be 100- or 200-level courses from any department (as approved by your advisor)</td>
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All courses should be taken for a letter grade except 299s, which is taken as S/U. No credit for D+ or below.

The normative time to complete the M.S. is two years, with the exception of students that are in the Fifth Year M.S. program.

(Master of Engineering (M.Eng) and MAS-IC information is in the appendix.)

**Pathway to the Doctoral Degree** - *Shirley Salanio and Michael Sun*

The normative time to the doctoral degree is five and a half years. Students are expected to complete several milestones including: coursework, preliminary requirements, the qualifying exam, advancing to candidacy, teaching requirement, a dissertation talk, and filing the thesis.
**Graduate Milestones**

**- Shirley Salanio, Audrey Sillers, Heather Levien**

**Doctoral Degree (Ph.D.)**

<table>
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<tr>
<th>COURSEWORK</th>
<th>PRELIM REQUIREMENTS</th>
<th>QUALIFYING EXAM</th>
<th>ADVANCE TO CANDIDACY</th>
<th>TEACHING REQUIREMENT</th>
<th>DISSERTATION TALK</th>
<th>FILE THESIS/TECH REPORT</th>
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<tr>
<td><strong>MINIMUM 24 UNITS</strong></td>
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<td>- Major: At least 11 units (one to two courses) with a GPA of 3.0</td>
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<td>- Minor: At least one course at the graduate level</td>
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<td>- Outside: At least one other graduate level course (with a GPA of 3.0)</td>
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<td>- Breadth Courses: At least two courses outside of EECS, with a minimum of one cross-listed with EECS</td>
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**ADDITIONAL INFO:**

- All courses must be taken for a letter grade.
- Courses 229, 375, and 502 do not count.
- Students can petition to transfer of most of 22 units from another institution.

The preliminary requirements include:

- **Major Requirement:**
  - Students must demonstrate expertise in the areas of knowledge in an advanced undergraduate program.
  - At least three units must be at a letter grade of B or higher.
  - Students must take two courses in areas different from the major (with a GPA of 3.0)

Upon completion of the preliminary requirements, students should submit a "Graduate" to the Biomedical Degree Committee. The thesis must be approved by the advisor, and the student must have demonstrated proficiency in the written and oral defense of the thesis.

Students are required to give a talk before their final dissertation defense. The dissertation talk must be submitted to the Biomedical Grad Program Chair by at least one week in advance.

The most important part of this program includes submitting the dissertation to the Biomedical Grad Prog Ph.D. Program Chair and obtaining the final version of the Biomedical Grad Program Chair.

Students must also submit a copy of the dissertation to the EECS Graduate Office at 7490 Main Mall, Suite 300, University of California, Berkeley, CA 94720-1770.
## Appendix A

### Center for Student Affairs Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Susanne Kauer</td>
<td>Director, Center for Student Affairs</td>
<td>221 Cory Hall, (510) 642-3694, <a href="mailto:skauer@eecs.berkeley.edu">skauer@eecs.berkeley.edu</a></td>
</tr>
<tr>
<td></td>
<td>- Oversee Student Affairs Team</td>
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<td></td>
<td>- Work with Director of Operations (Josephine Williamson) and Chairs on</td>
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<td>department strategy</td>
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<td>- Oversee Graduate Student Funding, including Graduate Fellowships</td>
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<td>Administration. Liaison with ERSO</td>
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<td></td>
<td>- Coordinate Student Awards</td>
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<td>- Serve as liaison for faculty on Sensitive Student Matters</td>
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</tr>
<tr>
<td>Sarah Van Nostrand</td>
<td>Associate Director of Undergraduate Matters, EECS</td>
<td>203 Cory Hall, (510) 664-7181, <a href="mailto:svannonstrand@eecs.berkeley.edu">svannonstrand@eecs.berkeley.edu</a></td>
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<tr>
<td></td>
<td>- Oversee EECS undergraduate policy and programs</td>
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<td>- Advise and counsel current undergrads on program planning and course</td>
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<td>selection, graduate school and career options</td>
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<td>- Advise prospective and intended students on the admission process</td>
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<td></td>
<td>- Oversee undergraduate student scholarships and awards</td>
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<tr>
<td>Nicole McIntyre</td>
<td>Undergraduate Adviser and Programs Coordinator</td>
<td>205 Cory Hall, (510) 642-7372, <a href="mailto:nicolemccintyre@berkeley.edu">nicolemccintyre@berkeley.edu</a></td>
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<tr>
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<td>- Advise current and prospective students</td>
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<td>- Coordinate undergrad programs (e.g., EECS honors program, EECS minor,</td>
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<td>faculty advising, and research)</td>
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<td>- Liaise with Vice Chair of Undergraduate Matters and the undergraduate</td>
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<tr>
<td>Lydia Raya</td>
<td>EE Scheduler and Student Services Adviser</td>
<td>205 Cory Hall, (510) 642-1786, <a href="mailto:lraya@eecs.berkeley.edu">lraya@eecs.berkeley.edu</a></td>
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<tr>
<td></td>
<td>- EE Scheduling (Lectures, Labs and Discussion Sections)</td>
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<td>- Hire Readers</td>
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<td>- Cory Room Reservations</td>
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<td></td>
<td>- Advise prospective students on admission to the program</td>
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<tr>
<td>Dahlia Case</td>
<td>Undergraduate Adviser and Programs Coordinator</td>
<td>205 Cory Hall, (510) 642-7372, <a href="mailto:dahliacase@berkeley.edu">dahliacase@berkeley.edu</a></td>
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<td></td>
<td>- Advise current and prospective students</td>
<td>Through 12/31/15</td>
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<td>- Coordinate faculty advising</td>
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<tr>
<td>Christopher Hunn</td>
<td>Associate Director of Undergraduate Matters &amp; LSCS Advisor</td>
<td>377 Soda Hall, (510) 642-7214, <a href="mailto:cs-advising@cs.berkeley.edu">cs-advising@cs.berkeley.edu</a></td>
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<tr>
<td></td>
<td>- L&amp;S CS Advising and Program Management</td>
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<td>- Academic advising, program planning, degree checks &amp; audits, course</td>
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<td>selection, prospective and intended advising</td>
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<td>- L&amp;S College Exceptions and Signatures</td>
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<td>- Co-Direct CS Scholars</td>
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</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Contact Information</td>
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<tr>
<td>----------------------------</td>
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<td>----------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Lily Zhang                 | Letters & Science Computer Science Advisor | 379 Soda Hall, (510) 664-4436, cs-advising@cs.berkeley.edu | L&S CS Undergraduate Advising  
Academic advising, program planning, degree checks & audits, course selection, prospective and intended advising |
| Michael-David Sasson       | CS Scheduler and Student Services Adviser  | 379 Soda Hall, (510) 643-6002, msasson@eecs.berkeley.edu   | CS Course Scheduling  
CS Course Enrollment Assistance  
Soda Room Reservations  
Data re: Enrollment Trends and Room Utilization |
| Carol Marshall             | CS Self-Paced Center Manager               | 200A Sutardja Dai Hall, carolm@eecs.berkeley.edu           | CS Self-Paced Program Manager  
Sets program policy, supervises tutors and front desk staff  
Advises students on paths to success |
| Shirley Salanio            | Associate Director for Graduate Matters and EE Graduate Advisor | 217 Cory Hall, (510) 643-8347, shirley@eecs.berkeley.edu | EE Graduate Student Advisor and team lead for graduate matters  
Processes and prepares Advancement to Candidacy, Qualifying Exams, Preliminary Exams, Filing Fee, Verification Letters, Petition to Change Course Schedule, Readmissions, Withdrawals, etc.  
Usually signs as the "Head Graduate Advisor" (except of Add/Drop forms) |
| Michael Sun                | Masters Student Services Advisor           | 205 Cory Hall, (510) 643-8107, Starting October 2015     | Program development for all EECS Master’s degree programs  
EE & CS Masters advising including Admissions, Advancement to Candidacy, Thesis Filing, Filing Fee, Petition to Change Course Schedule, Readmissions, Withdrawals, etc. |
| Patrick Hernan             | EE Admissions Coordinator                  | 205 Cory Hall, (510) 642-9265, hernan@eecs.berkeley.edu   | EE Graduate admissions and recruitment  
CS upper division and EE GSI Assignments  
Fellowship Competitions  
Department and Campus Student Awards  
Outreach and Special Events  
Admissions Statistics |
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audrey Sillers</td>
<td>CS Graduate Student Affairs</td>
<td>367 Soda Hall</td>
<td>(510) 642-9413</td>
<td><a href="mailto:araya@eecs.berkeley.edu">araya@eecs.berkeley.edu</a></td>
</tr>
<tr>
<td></td>
<td>Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|                    | Processes and prepares Advancement to Candidacy, Qualifying Exams, Preliminary Exams, Filing Fee, Verification Letters, Petition to Change Course Schedule, Readmissions, Withdrawals, etc.  
|                    | Usually signs as the "Head Graduate Advisor" (with the exception of Add/Drop forms) |                |                 |                                    |
| Catherine Bouvier Dang | CS Admissions Coordinator     | 205 Cory Hall  | (510) 642-6285  | catherinedang@eecs.berkeley.edu    |
|                    | Through 10/1/15; new hire pending |                |                 |                                    |
| Heather Levien     | Graduate Student Affairs Advisor | 253B Cory Hall | (510) 642-3497  | heather@eecs.berkeley.edu          |
|                    | EE Graduate Student Advisor for doctoral students T - Z, Processes and prepares Advancement to Candidacy, Qualifying Exams, Preliminary Exams, Filing Fee, Verification Letters, Petition to Change Course Schedule, Readmissions, Withdrawals, etc., Usually signs as the "Head Graduate Advisor" (with the exception of Add/Drop forms), Special projects for the Center for Student Affairs |                |                 |                                    |
| Tiffany Reardon, Associate Director for EECS Diversity & Achievement |      | 227 Bechtel Engineering Center | (510) 642-8791 | treardon@eecs.berkeley.edu       |
|                    | Graduate and Undergraduate Diversity  
|                    | Graduate Admissions Committee, Ex-Officio Member  
|                    | Direct and Coordinate SUPERB-ITS REU and related pipeline programs  
|                    | Co-Direct CS Scholars  
|                    | Liaison to College of Engineering and equity advisors |                |                 |                                    |
# Appendix B

## Computer Science (College of Letters & Sciences) vs. Electrical Engineering and Computer Sciences (College of Engineering)

<table>
<thead>
<tr>
<th></th>
<th>Computer Science (College of Letters &amp; Sciences)</th>
<th>Electrical Engineering and Computer Sciences (College of Engineering)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions</strong></td>
<td>Admitted as undeclared. Must apply to the major after completing prerequisites courses (CS 61A, CS 61B, CS 70) with 3.30 overall prerequisite GPA.</td>
<td>Admitted directly to the major. Students must apply directly to EECS at admission if interested.</td>
</tr>
<tr>
<td><strong>Degree Earned</strong></td>
<td>Bachelor of Arts (BA)</td>
<td>Bachelor of Science (BS)</td>
</tr>
</tbody>
</table>
| **Differences in major requirements** | • One less lower-division EE course.  
• No ethics requirement.  
• Requires 20 upper division courses in EE/CS + 7 technical elective units. | • One additional EE lower-division course.  
• Ethics requirement.  
• Requires Physics 7a, 7b, Math 53, and other science electives.  
• Requires 20 upper division units in EECS + 5 additional Engineering units. |
| **Differences in college requirements** | • Accepts IGETC  
• 2 course R&C sequence  
• Foreign Language  
• 7 breadth requirements:  
  o Arts and Literature  
  o Biological Science*  
  o Historical Studies  
  o International Studies  
  o Philosophy and Values*  
  o Physical Science*  
  o Social and Behavioral Sciences*  
* Can be met with coursework for the major. | • Does not accept IGETC  
• 2 course R&C sequence  
• 4 Social Sciences/Humanities courses. |
| **Who should consider this major?** | • Students interested in double majoring in a non-engineering field (eg: math, stats, physics, English)  
• Students who prefer more flexibility  
• Students who want to focus in CS and are not as interested in Electrical Engineering  
• Students who are still exploring their major. | • Students who prefer a traditional STEM curriculum  
• Students who may wish to emphasize in Electrical Engineering  
• Students who are certain about their major choice at the time of admission. |
| **Accepts AP Credit?** | Yes.                                             | Yes.                                                                 |
| **Department Advisor Contact Info** | Christopher Hunn, Lily Zhang, and Charlene Hughes: cs-advising@cs.berkeley.edu  
Michael David Sasson: sasson@berkeley.edu | Sarah Van Nostrand: sarahvn@berkeley.edu  
Dahlia Case: dahliacase@berkeley.edu  
Nicole McIntyre: nicolemcelmtyre@berkeley.edu  
Lydia Raya: lraya@berkeley.edu |

For a complete list of major requirements for L&S CS, see: [http://www.eecs.berkeley.edu/csgrad/index.shtml](http://www.eecs.berkeley.edu/csgrad/index.shtml)

For a complete list of major requirements for EECS requirements, see: [http://www.eecs.berkeley.edu/education/degrees.shtml#bs](http://www.eecs.berkeley.edu/education/degrees.shtml#bs)
PhD Program

Coursework

- Required min. units: 24 (for students entering Fall 2009 or later) or 32 units (only an option for students entering prior to Fall 2009). Each unit total has an obligatory minimum GSI requirement.
  - EECS Major: 12 or 16+ units of graduate courses; GPA=3.5+; number of units dependent on total number of units required;
  - EECS Minor: 6 or 8+ units of at least 1 or 2+ graduate courses; GPA=3.0+; number of units dependent on total number of units required;
  - non-EECS Minor: 6 or 8+ units of at least 1 or 2+ graduate courses; GPA=3.0+; number of units dependent on total number of units required;
- All courses of the major and two minors must be taken for a letter grade.
- EE or CS298, EE or CS299, EE or CS301, and EE or CS602 units are not counted toward Ph.D. coursework.
- Credit for courses taken on an S/U basis is limited to one-third of the total units (excluding courses numbered 299 or those in the 300, 400, or 600 series)

Preliminary Requirements
The EECS Preliminary Requirement consists of two components: the oral examination and breadth courses. Students will have fulfilled the Prelim Requirement only after successfully passing the oral exam and meeting the breadth course requirement. CS and EE PhD students must complete all prelim requirements by the end of the 4th semester. Preliminary requirements must be completed before students can take the Qualifying Exam.

Oral Exam
The oral exam serves an advisory role in a student's graduate studies program with official feedback from the exam committee of faculty members. Students must be able to demonstrate an integrated grasp of the exam area's body of knowledge in an unstructured framework. Students must pass the oral portion of the preliminary exam within their first two attempts. A third attempt is possible with a petition of support from the student's faculty advisor and final approval by the Prelim Committee chair. Failure to pass the oral portion of the preliminary exam will result in the student being ineligible to complete the Ph.D. program.
In some cases EE students may desire to take a CS exam or vice-versa. To be allowed to take the desired exam, the student must petition their home division.
The examining committee awards a score in the range of 0-10. The minimum passing score is 6.0. A review committee consisting of the chairs of each of the exam groups then evaluates examinees that score below 6.0. The committee considers the student's entire record, including exam scores and any letters of support, particularly from the student's research advisor. The
Graduate Office staff will only solicit the support letters for 2nd-attempt students who receive failing scores.

Preliminary Breadth Courses
There are several differences between the EE and CS divisions regarding the completion of preliminary breadth courses.

**EE BREADTH COURSES:**
- This requirement is satisfied when students have completed, with a grade of A- or better, a graduate or advanced undergraduate course of at least 3 units in two different areas in the EECS Department outside of the area of the oral exam.
- See the EECS Graduate Handbook for a current list of courses that MAY NOT BE used to fulfill the breadth requirements depending on the oral exam area.

**CS BREADTH COURSES:**
- Preliminary Breadth Courses: Students must complete courses from 3 of the following areas, passing each with at least a B+:
  - Theory: 270, 271, 273, 274, 276, 278
  - AI: 280, 281A, 281B, 287, 288, 289
  - Graphics/HCI: 260B, 283
  - Programming: 263, 264, 265, 267; EE219C
  - Architecture/VLSI: 250, 252, 258

The courses must include at least one from the group of three above the line and one from the group of three below the line. CS260B, CS263, and EE219C cannot be used for this constraint, though they can be used as providing 1 of the 3 areas. (For students who took the old CS260 course, that is equivalent to the current CS260B.)

Students must complete the requirement by the end of their 6th semester.

CS breadth courses can count towards a major or minor, but classes in different areas cannot be used together for the major or in the same minor.

After students have passed the Prelim Exam, they must submit a Tentative Program of Study, otherwise referred to as a Blue Card to the Graduate Office. This card outlines the courses that the student plans to take to fulfill all the coursework requirements for the Ph.D. Students are
free to make changes to the plan with a petition after filing this card. However, once their advisor and the Vice Chair have signed it, students cannot be required to take any additional coursework.

**Qualifying Exam**
This is an important checkpoint meant to show that students are on a promising research track toward the Ph.D. It is a University examination, administered by the Graduate Council, with the specific purpose of demonstrating that "the student is clearly an expert in those areas of the discipline that have been specified for the examination, and that he or she can, in all likelihood, design and produce an acceptable dissertation." Despite such rigid criteria, faculty examiners recognize that the level of expertise expected is that appropriate for a 3rd year graduate student who may be only in the early stages of a research project.

Since the Qualifying Exam is a University requirement, it can be taken only with the approval of, and at a time approved by, the Graduate Division. Eligibility requirements for taking the exam are as follows:

- Students must be registered the semester in which the exam is taken (an exam may be taken during the summer or winter breaks IF the student paid fees for the semester immediately preceding the exam or intends to pay fees for the semester immediately following the exam).
- Students must have completed at least 1 semester of academic residence at Berkeley.
- Students must have passed the Preliminary oral exam and met the breadth course requirements.
- Students must have a GPA of at least 3.5 in their major subject area, at least 3.0 in each of the minor areas (298 and 299 not included), and have no more than 2 "Incomplete" grades.

Students should organize their Qualifying Exam Committee in the 3rd year of the Ph.D. program and start thinking of who will be on the committee the semester before they intend to take the Qualifying Exam. In forming the committee, there are certain rules to keep in mind:

- there needs to be a total of 4 Academic Senate Faculty members
- the student’s faculty advisor cannot be the chair
- one member must be from outside the EECS Department

Students must submit three required pieces of paperwork to the Staff Graduate Advisors at least one month prior to the scheduled exam:

- Graduate Division Application for Qualifying Exam.
- Departmental Qualifying Exam Application.
- Completed and advisor approved White Card (EE / CS).

**Advancement to Candidacy**
Advancing to candidacy means a student is ready to research, write, and defend a doctoral dissertation. Only students that have successfully passed the Qualifying Exam are eligible to advance to candidacy.

To advance to candidacy, students must organize their dissertation committee and submit an application and application fee to their Staff Graduate Advisor. The dissertation committee must include the following:
• a total of three Academic Senate Faculty members (not all four of the same members from the Qualifying Exam need to be on the committee, but the student’s faculty advisor should be the Chair of the dissertation committee)
• one member must be outside the EECS Department
• the dissertation chair must be the student’s faculty advisor

Doctoral candidacy lasts for 5 years. International students and those without permanent residency in California will be exempted from paying the non-resident tuition for up to three years once they have been advanced to candidacy.

Teaching Requirement
The EECS Department requires all Ph.D. candidates to serve as a Graduate Student Instructor (GSI) within EECS. The GSI teaching requirement not only enhances and helps to develop a student's communication skills, but it also makes a great contribution to the department's academic community. Students must fulfill this requirement by working as a GSI (excluding EE or CS 301, or EE or CS 375) for a total of 30 hours minimum prior to graduation. At least 20 of those hours must be for an EE or CS undergraduate course.

Dissertation Talk
As part of the requirements for the doctoral degree, each student must give a public talk on the research covered by his/her dissertation. The dissertation talk is expected to be given within a period of a few months before the signing of the final submission of the dissertation. The talk should cover all the major components of the dissertation work in a substantial manner—in particular, the dissertation talk should not omit topics that will appear in the dissertation but are incomplete at the time of the talk.
The dissertation talk is to be attended by the whole dissertation committee, or, if this is not possible, by at least a majority of the members. Attendance at this talk is part of the committee's responsibility. It is, however, the responsibility of the student to schedule a time for the talk for that is convenient for members of the committee.

Filing the Dissertation
In order to be eligible to file the dissertation, students either need to be registered full-time or on filing fee.

All doctoral dissertations must be submitted in electronic form. Students need to consult the publication "Instructions for Preparing and Filing Your Thesis or Dissertation" which describes the requirements for preparing the final version of the dissertation and submitting it electronically. (NOTE: Grad Div. needs at least three working days to review an electronic submission before they are able to provide a receipt of filing. Students may still file on the deadline date but may not receive a confirmation until the following week.) After the degree is awarded, the original copy will be sent to the University Library to be bound and included in the Library's collection.

Students planning more than incidental use of their own previously published or co-authored material in a dissertation or thesis, a practice common in the sciences and engineering and
sometimes followed in other fields, must request permission to do so from the Dean of the Graduate Division, at least three weeks prior to filing.

One copy should be uploaded to the EECS Department Website through the online submission form. The Department no longer accepts a hard copy of the dissertation. The documents the student must submit to the EECS Grad Office are (1) a copy of the signed signature page (2) a copy/printout of the title page (3) a copy/printout of the abstract.

Master of Engineering (M.Eng)
There are three distinct elements to our Master of Engineering curriculum. Students are required to complete 25 semester units divided into these three areas:

Leadership Courses: Students take two courses on engineering leadership, covering topics of importance to engineering developers and managers such as organizational behavior, intellectual property, marketing, and much more. These courses employ the case study method used in many of the top business schools.

Capstone Project: A unique and important feature of the Berkeley Masters of Engineering is the capstone project experience. Students join a team of 3-5 students and pursue a specific problem or opportunity that can be addressed by technology, and gain direct experience in applying the skills you learn in your leadership courses.

Technical Courses: Students take four technical graduate courses, consulting our Program Requirements by Area.

Master of Advanced Study in Integrated Circuits (MAS-IC)
The MAS-IC program offers 12 courses, clustered into three groupings: base, advanced and specialized. From these, a minimum of seven courses (24 units) is required for the degree with the following additional constraints:

Base courses: While the Base Courses are offered at the senior undergraduate level in Berkeley, most incoming graduate students tend to take these classes due to their already advanced nature compared to what is offered in most other schools.

Advanced courses: The material serves as a prerequisite for the corresponding follow-up courses in the Advanced Category, which represent the core of the material to be mastered under the MAS-IC heading. They include advanced topics in the domains of semiconductor devices, and digital, analog and radio-frequency circuits.

Specialized courses: The Specialized Courses offer both breadth and depth by covering related areas (such as Computer-Aided Design for ICs and MEMS design) or specialized topics such as data converters and high-speed serial links.
Appendix D

Quick Reference: Who Do I Contact?

http://www.eecs.berkeley.edu/Students/csa.shtml

**Computer Science**

Course Scheduling: Michael-David Sasson

Diversity: Tiffany Reardon

Soda Room Reservations: Michael-David Sasson

Undergraduate Admissions (L&S): Christopher Hunn or Lily Zhang

Undergraduate Admissions (EECS): Sarah Van Nostrand

Undergrad Faculty Advising (L&S): Christopher Hunn or Lily Zhang

Undergrad Faculty Advising (EECS): Nicole McIntyre & Dahlia Case

Undergraduate Research: Nicole McIntyre

GSI/TA Coordination: TBD (lower div); Pat Hernan (upper div)

Master’s Advising: Michael Sun

PhD Admissions: TBD and Pat Hernan

PhD Advising: Audrey Sillers

Graduate Funding: Susanne Kauer

Students of Concern/Academic Honesty: Susanne Kauer

**Electrical Engineering**

Course Scheduling: Lydia Raya

Cory Room Reservations: Lydia Raya

Diversity: Tiffany Reardon

Undergraduate Admissions (EECS): Sarah Van Nostrand

Undergrad Faculty Advising: Nicole McIntyre

Undergraduate Advising: Sarah Van Nostrand

Undergraduate Research: Nicole McIntyre

GSI/TA Coordination: Pat Hernan

Master’s Advising: Audrey Sillers

PhD Admissions: Pat Hernan

PhD Advising: Shirley Salanio or Heather Levien

Graduate Funding: Susanne Kauer

Students of Concern/Academic Honesty: Susanne Kauer