ICS Undergraduate Student Affairs Office
Student Affairs Office

- 352 ICS Building (Bldg 302)
- Telephone: (949) 824-5156
- E-mail: ucounsel@uci.edu
- Web: www.ics.uci.edu
- FB: @icsugradstudentaffairs

- Monday – Friday: 9 a.m. – 12 p.m. & 1-4 p.m.
Visiting the Student Affairs Office

Undergrad Counselors are available to assist with:

- Academic planning
- Grad checks
- Long and short term goal setting
- Referrals to campus resources

Before Your Meeting with a Counselor

- Arrive on time. Call ahead if you will be late, or need to reschedule.
- Come prepared with questions and concerns
- Bring a notebook or your laptop to write notes down
- Keep an open mind to consider the options presented to you.
Peer Academic Advisors

- Amy Elsayed
- Gordon Yin
- Saadia Karim
- Srilakshmi Godavarti
- Avineesh Kompella

ICS Peer Academic Advisors are available daily for walk-in advising

They can assist you with:
- Academic planning/course planning
- Scheduling issues
- Campus resources
- Changing/Adding Majors
- Minors
- Academic progress check
- Graduation Check
- Non-academic issues
  - Stress management
  - Time management
  - Success strategies
Student Responsibility

It is the **student's responsibility** to make decisions about his/her educational and career goals.

Undergraduate Counselors are here to help students work towards those goals, and academic advising is a **partnership** between the student and his/her counselor in which the shared goal is the student’s academic success.
ICS Academic Planning Resources

- UCI Catalogue: catalogue.uci.edu
- Schedule of Classes: www.reg.uci.edu/perl/WebSoc
- Academic Year Plan: ics.uci.edu
  - Students → Undergraduate → Academic Year Plan
- Online Prerequisite Clearing Request: ics.uci.edu
  - Students → Undergraduate → Petitions
- Course Updates: ics.uci.edu
  - Students → Undergraduate → Course Updates
Academic Planning Tools

STEP 1

Review the UCI CATALOGUE (catalogue.uci.edu)
- Find your major and GE requirements
- Find sample academic plans

Review your DEGREEWORKS audit

Then you can review your remaining degree requirements (major and GE).
Academic Planning Tools

Refer to the ICS ACADEMIC YEAR PLAN (ics.uci.edu)
Tabs: Education – Undergraduate - Academic year plan

* You can always have your academic plan come in for review by a Peer Academic Advisor*
Academic Planning Tips

• **SELECT** one math course per quarter until you exhaust all of your required math courses (Data Science is an exception)

• **LEARN** what courses are offered every QTR and what courses are not

• **DECLARE** your Specialization/Track sooner than later by email or walk-in

• **CHECK** your prerequisites

• **UPDATE** your plan as quarters finish

• **FOLLOW US ON FB** @icsugradstudentaffairs and read our E-Bulletin
Navigating the ICS Website: ics.uci.edu

- Find walk in hours & contact information
- Graduation information
- Academic Planning resources
- Faculty information
- Skip the walk in line if you have a quick question and email us!
  - Submit petitions online.
    - Example- Degreeworks update, Declare Specialization/Track, Online Pre-req Clearing, Request Excess Units, Syllabi Review
- Find out about upcoming events!
# ICS Student Timeline

## Freshman

**Academic**
- Attend an academic planning workshop
- Create a 4 year plan
- Meet with an ICS Peer Academic Advisor (PAA)
- Attend Professor’s office hours regularly
- Enroll in LARC
- Research study abroad

**Career**
- Visit the Career Center
- Attend STEM Career Fair
- Attend Resume workshop
- Make your Handshake profile
- Attend Career Discovery panel

**Personal**
- Explore student clubs
- Take a recreation class or do an outdoor activity through the ARC
- Explore personal interests such as volunteering/community service
- Build life-lasting friendships!
- Explore Irvine and surrounding areas

## Sophomore

**Academic**
- Explore specializations for your major
- Explore minors
- Attend Office Hours
- Update your Academic Plan
- Explore undergraduate research opportunities
- Research Study Abroad
- Meet with an ICS PAA

**Career**
- Meet with ICS Career Counselor
- Update resume and create timeline for internship search
- Attend Interview Techniques workshop (Career Services)
- Research companies you may want to intern at
- Attend STEM Career Fair
- Research and identify professional associations to join
- Make LinkedIn profile
- Begin internship search (fall) and interviews (winter and spring)

**Personal**
- Seek a position in an ICS or campus club
- Attend Student Wellness Workshop
- Continue to explore your interests

## Junior

**Academic**
- Declare a specialization (Informatics, CS, CGS)
- Start researching graduate school programs
- Do a graduation check with a PAA or Counselor
- Attend your Professor’s Office hours regularly
- Explore and engage undergraduate research opportunities

**Career**
- Attend STEM Career Fair
- Apply for internships for the summer
- Attend Interview Techniques workshop (Career Services)
- Meet with ICS Career Counselor
- Update LinkedIn profile
- Update resume

**Personal**
- Seek a leadership position in an ICS or campus club
- Take a practice GRE or other graduate school entrance exam
- Continue to cultivate and explore your interests

## Senior

**Academic**
- Do final graduation check with PAA or Counselor
- Submit graduation application
- Attend your Professor’s Office hours regularly
- Apply to graduate school
- Focus on completing final degree requirements

**Career**
- Attend STEM Career Fair
- Apply for full time jobs
- Meet with ICS Career Counselor
- Continue attending Career Services workshops
- Update LinkedIn profile
- Update resume

**Personal**
- Seek a leadership position in an ICS or campus club
- Attend Financial Planning Workshop
Come see an ICS Career Counselor!

STEM Career Fair is on October 17, 2019!

Explore career.uci.edu for more resources for jobs and internships.

Check the DCP Website for their advising hours.
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- Monday – Friday:
  - 9 a.m. – 12 p.m. & 1-4 p.m.
- Your **Graduation Application** is **due** Week 8 of the quarter BEFORE you plan to finish (ie it will be due Winter 2020 week 8 if you plan to complete your degree in Spring 2020). Application is in your Student Access under “Applications.”

- Computer Science students must complete the requirements for a specialization. You can declare by emailing us at [ucounsel@uci.edu](mailto:ucounsel@uci.edu)

- **General Computer Science Track**: INF and ICS courses will **NOT** count toward the 11 upper division courses if this is your specialization.
QUESTIONS??