

What MSE Students Should Do Before Arriving On Campus (READ THIS ENTIRE DOCUMENT)

Before arriving on campus, newly admitted and perspective MSE students should accomplish two things:

- Become knowledgeable about the academic and graduate student requirements of SJSU University, College of Engineering, and the MSE program.
- Identify and register for (if matriculating) the MSE courses to take during the first semester of study.

University, College of Engineering, and MSE Academic Requirements

Skip to 2 below if you have already applied or been accepted

1. The first thing to do is to review and understand the university graduate student admission and application requirements, as specified by the Graduate Studies and Research department (GS&R). These requirements can be found at <http://www.sjsu.edu/gradstudies/> Click on the “Perspective Students” link and review all of the material on that web page. If you plan to apply, pay close attention to the deadlines for submitting your application, test results, and fee payment.

2. If you have already applied or been admitted, then on the left hand side of the <http://www.sjsu.edu/gradstudies/> web page, click on the “Current Students” list. Read the entire web page. In particular, make sure that you click on the [Steps for Completing Your Master's](#) link and review all ten (10) steps.

3. The MSE office and GS&R will require you to complete and submit several forms throughout your graduate career. In addition, if you are a foreign student and wish to pursue an internship, or need to file a reduced course load petition, then there are International Program & Services (IPS) forms you need to complete and submit.

4. Most, if not all, of the MSE, GS&R, and IPS forms that you need are available on-line from the MSE web page at <http://www.engr.sjsu.edu/ges/students/forms>. You should pay very close attention to the forms you need to submit and the deadlines for submitting them.

You will need to submit the following forms:

- MSE: Program of Study Form
- GS&R: Application for Award of Degree
- GS&R: Candidacy Form
- GS&R: Culminating Experience Form

5. If you were admitted as a Conditional Classified student, then in addition to the above forms, you will need to submit

- GS&R: Change of Classification Form

6. If you are pursuing a thesis, as opposed to a project track, then in addition to the above forms, you will need to submit

- A Plan A thesis for review and binding by GS&R.

Go to

http://www.sjsu.edu/gradstudies/Current/Grad_File_Dates.html to get the deadlines for submitting GS&R forms.

The MSE Program of Study form is always due the first semester of study.

7. Additional forms will need to be submitted if, for example, you wish to change an already approved Program of Study, graduation date, have course work and grades transferred from other colleges or universities, and so forth.

8. All graduate students must maintain an overall GPA of 3.0 or higher. If at any point during a student's academic career at SJSU, the overall GPA falls below 3.0, the student will be placed on academic probation. If this situation does not improve the following consecutive semester, the student will be disqualified from the university. Information on if and how this can happen, as well as how to be restated, can be found by going to <http://www.engr.sjsu.edu/ges/students/advising> and clicking on the [Academic Probation and Disqualification](#) link.

9. There are certain preconditions that must be satisfied before some MSE, GS&R, and IPS forms can be submitted.

- MSE: Program of Study Form
 - *Must be a matriculated student in their first semester of study.*
- GS&R: Application for Award of Degree
 - *Approved Candidacy form on file according to the deadline dates.*
- GS&R: Candidacy Form
 - *Must have completed at least 18 units of degree work, be in classified status, have an over all GPA of 3.0 or higher, have received a grade of C or better in all courses listed on the*

Candidacy form, and satisfied the Graduate Writing Competence Requirement.

- GS&R: Culminating Experience Form
 - Must have completed all MSE required degree and course work, have approved Candidacy Form on file, submitted approved project or thesis manuscript. Have submitted an Application for Award of Degree.
- GS&R: Change of Classification Form
 - Have satisfied all conditions specified on your Conditional Admissions Letter.
- IPS: CPT Application (Foreign students)
 - Must have completed at least two consecutive semesters of 9 units or more course work. Must not be on academic probation or disqualified.
- IPS: OPT Application (foreign Students)
 - Can file this application 90 days before or within 60 days after expected graduation date.
- IPS: Reduced Unit Load Petition
 - Can submit this petition ONLY during the very first semester of study, OR if and when the student has only project or thesis course work left to complete in their degree program. All non-thesis or non-project degree course work MUST be completed before or during the semester being requested for a reduced unit load.

10. It is highly recommended that you make a list of all forms that you MUST and anticipate submitting. For each form listed, indicate the deadline for submission based on your Program of Study that is described in the following section. Update this information as required as you progress through your academic career. Alternatively, you can use the “MSE Academic Check List” that can be found at <http://www.engr.sjsu.edu/ges/students/advising>

Identifying MSE Courses To Take In First Semester

1. As a MSE student, you will be pursuing one of the concentration or emphasis areas as described at <http://www.engr.sjsu.edu/ges/students/advising> and clicking on the “On-Campus Programs” menu item. After reading a description of the emphasis or concentration area, you do not see a program of interest to you, then the “Special” emphasis program of study will probably be of most interest to you. For each emphasis or concentration area, there is a separate and distinct Program of Study form that can be found at <http://www.engr.sjsu.edu/ges/students/forms>
2. If you do not already know which emphasis or concentration area you wish to pursue, you will need to select one (based on your career interests and desires) and complete and submit the corresponding Program of Study Form.
3. If your Admission Letter lists prerequisite courses, then list them in the “Prerequisite Classes” section of the Program of Study Form. Also list the semester in which you plan to take them. You should complete or satisfy your prerequisite courses before enrolling in any MSE degree courses. Exceptions to this require the permission of the MSE Program Director or Advisor.
4. Each emphasis/concentration area will require taking at least 2 “Common Core” courses. That is, ENGR 201, ENR 202, and or ENGR 203. Some will require taking all three courses. Look in the thesis/project track area of the MSE Program to determine which Common Core courses you must take, or check with your Advisor. Select the semester and year that you plan to enroll in these Common “Core Classes.” Please select semesters and years that are after the completion of the assigned

prerequisite courses. AGAIN: exceptions require the permission of the MSE Director or Advisor.

5. Select Elective and Concentration/Emphasis Classes from the menu items listed below the “Core Classes” section of the Program of Study Form. Select the semester and years for completing these courses. In general elective courses should be taken after the concentration/emphasis core courses. However, this is not always possible, given that various classes may not be available every semester or cancelled, and so forth. Check with the MSE Director, or your Advisor, if it looks like you might have to take a significant number of elective courses before core courses or your project or thesis courses.

6. Select the semester and year to complete the first of your project of thesis courses (i.e., ENGR 281). Then select a semester and year for either ENGR 298 (project) or ENGR 299 (thesis). The semester and year for ENGR 298 or ENGR 299 must be after ENGR 281 because ENGR 281 is a prerequisite to ENGR 298 and ENGR 299.

7. Approval of a Program of Study is likely to be quick if courses are selected from the published emphasis/concentration area of interest. Exceptions will require the approval of the MSE Director or Advisor.

8. Students wishing to pursue a Special emphasis should first identify and be able to write a description of their educational objectives. Then review the SJSU course catalogue to identify which courses contain the content that will allow them to meet their stated educational objective. List prerequisite courses (if any) then the common core courses, then identified electives and emphasis core courses on the “Special” Program of Study Form.

9. For each listed elective and emphasis core course listed, a justification of how it meets the stated educational objective must be provided.

10. Submit your completed Program of Study by clicking on the SUBMIT button on the form. Your form will be sent Via email. Therefore, you will need to use a computer that has an email application (e.g., Outlook, Eudora, ...etc.) that has already been specified as the default email program to use on your computer. Clicking the SUBMIT button will automatically launch the default email application, if not already running. Then a new email message window will be opened and the completed form automatically attached. Just click the SEND button on the opened new email message window.

11. Make note of the Tracking Number that is near the top of the submitted form. In a few days you should see this tracking number and its status on the MSE Forms Status web page at <http://www.engr.sjsu.edu/ges/students/forms> Just click on the "Form Status" button and then click on the link to view the information sorted by tracking number or sorted by submission date.

Satisfying the SJSU Graduate Writing Competence Requirement

1. Students must satisfy their Graduate Writing Competence Requirement before enrolling in either the first of the two project/thesis courses (i.e., before enrolling in ENGR 281).

2. A list of GS&R courses that satisfy the Graduate Writing Competence requirement can be found at http://www.sjsu.edu/gradstudies/Current/Completing_Mas

[ters.html#competency](#) and scrolling down and clicking on the [pre-approved SJSU graduate course](#) link and look in the section for the College of Engineering. Passing any of these courses with a grade of B or better will satisfy the prerequisite for ENGR 281 AND the university Graduate Writing Competence Requirement. There are other ways to meet this requirement. They can be found by clicking on the “Satisfying the Graduate Writing Competence Requirement” link on the web page at <http://www.engr.sjsu.edu/ges/students/advising>