Students:

For those of you interested in becoming an official CSME student:

I just went through the administrative process. So here's a little tutorial on how to do it.

1. Seek admission into the CSME Program

At the moment, this entails talking to Prof. Mike Holst (the coordinator of the program) and your own home advisor. In the near future, there will be some formal admissions process involving some sort of review. If you have any questions, ask Prof. Holst; he'll let you know if you've been admitted or not.

2. Change your Major Code via the Registrar's Office

Every student has a major code. For a list of all major codes, check out this pdf:
http://registrar.ucsd.edu/docs/major_code_list.pdf

Your current code should correspond to the degree program that you were originally admitted into here at UCSD. For instance, if you were admitted into the doctoral program in the Department of Chemistry & Biochemistry, your major code (also called the ISIS code) should be **CH75**. On the other hand, if you were admitted into the joint UCSD-SDSU Chemistry doctoral program, your code would be **CH76**. If you can't find your code in TritonLink, you should contact the administration of your home office to find out what it currently is.

You need to know what your major code is, because you're going to change it. When you become a CSME student, your major will change to reflect that you are also seeking a specialization in Computational Science (the Registrar's office left off the 'Math & Engineering' part, probably because of length restrictions).

For instance, if you're a Chemistry doctoral student, your code will switch from CH75 (or whatever it currently is) to **CH78, "Chem w/Spec Computational Sci"**. Other departments have an analogous code. The codes in Math/Physics/CSE/MAE are MA80/PY79/CS81/MC82, respectively. If you're in a department that does not have a 'Computational Sci' specialty code, talk to Prof. Holst, to inquire about creating one.

To change your code, you must fill out a 'Graduate Student General Petition' form, and turn it into your home department's graduate office. The home department will then turn it into the Office of Graduate Studies & Research (OGSR), for processing.

You must obtain the form in hard-copy (it's a carbon copied form, of which there is no electronic version publicly available, to the best of my knowledge). You can get it from your home department's graduate student office, or from Kesha Miller in the Math Department (ksmiller@math.ucsd.edu). OGSR should also have them.

The completed form looks like this:

Make sure you have your name and PID # filled out (I've blocked out mine for privacy), as well as your mailing address and department. For 'Degree Aim', you should have 'Ph.D' selected.

In the 'Request To' section, you should check option B. Here you'll request to change your major code from what it currently is (in my case, it was 'CH75') to the correct CSME code (in my case, 'CH78'). For the effective quarter date, you can just put the current quarter, or the upcoming quarter. It really doesn't matter when the change actually takes effect (unless you're planning on graduating soon!).

You can fill out the 'Reason' section as shown above. Sign and date it where is states 'Student Signature' (in my case, the department filled this out for me, so I never signed it, that's fine too).

Your advisor in your home department then needs to sign where it states, 'Graduate Student Advisor/Instructor'.

After you get your Advisor's signature, you can then turn it into your home department's graduate office, so they can obtain the signature of the Dean/Chair/Vice Chair (in my case, the Vice Chair just signed it).   [Note: The signature on the right in the 'Departmental' section is not necessary, because we're not transferring between departments.   The Vice Chair just signed it for redundancy.]

After your home department obtains the Dean/Chair/Vice Chair's signature, they will turn it in for you, to OGSR. Ask them to retain a copy for yourself, and double check to make sure it was indeed turned in.

3. Check to make sure that your major code was indeed changed!

You don't want to find out (just before you graduate) that your major code was never changed, because someone forgot to obtain a signature or turn your form in. So about 4-6 weeks after you've turned this form into your home department's student office, check to make sure that your code was changed to the computational science specialization.

You can do so by logging onto to TritonLink (I'm assuming everybody knows how to do that). Once you've logged on, in the right, where is states 'My Profile', you should see your major, and it should reflect the change:

In addition, you can click in the left column, on 'Major and Minor' (while you're logged in), for further verification:

As you can see, there's a little bit of bureaucracy here; so try to have this done sooner than later.

Also note: This change in your code does not guarantee your 'Computational Science' emphasis (it only shows that you're pursuing it). In the end, the CSME committee must review your coursework to make sure that you've fulfilled all of the requirements, before granting the degree.

Feel free to drop me a line if you have any questions/concerns.

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