

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:

<p>Office of Graduate Studies and Research University of California, San Diego La Jolla, CA 92093-0003</p>		<p>GRADUATE STUDENT GENERAL PETITION</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>STUDENT</p> <p>Name: <u>Bakakhari Arnehi</u> PID#: <u>A</u></p> <p style="font-size: small;">Last First Middle</p> <p>Mailing Address: <u>clo 0301</u> Department/Group/School: <u>Chem/Biochem</u></p> <p style="font-size: small;">Number and Street City/State/Zip</p> </div> <div style="width: 35%;"> <p>Degree Aim: <input type="checkbox"/> Master's <input type="checkbox"/> M.Eng. <input checked="" type="checkbox"/> Ph.D. <input type="checkbox"/> M.F.A. <input type="checkbox"/> M.A.S. <input type="checkbox"/> D.M.A. <input type="checkbox"/> M.P.I.A. <input type="checkbox"/> M.Ed.</p> </div> </div>		
<p>I REQUEST TO:</p> <p><input type="checkbox"/> A. Be readmitted to UCSD for _____ to _____ <small>(Obtain copy of Instructions for Readmission and Statement of Legal Residence from your department.)</small></p> <p><input checked="" type="checkbox"/> B. Change major department/discipline, major code, degree aim, or transfer from non-degree to degree status from <u>CH 75</u> to <u>CH 78</u> <small>Department/Group/School/Discipline, Major Code, Degree Aim Department/Group/School/Discipline, Major Code, Degree Aim</small> effective <u>Sp 2007</u> <small>Quarter/Year</small></p> <p><input type="checkbox"/> C. Repeat course number _____ taken _____ in which grade D, F, or U was assigned <small>Quarter/Semester Institution</small></p> <p><input type="checkbox"/> D. Transfer _____ units of credit from _____ to a Master's program <small>(Must attach transcript and letter from institution stating course work was not used for another degree.)</small></p> <p><input type="checkbox"/> E. Waive _____ academic residency after filing advancement and completion of degree requirements <small>Quarter(s)/Year(s)</small></p> <p><input type="checkbox"/> F. Study off campus during _____ at _____ <small>(Indicate reason(s) for undertaking off-campus study below.)</small></p> <p><input type="checkbox"/> G. Waive registration for _____ in which degree will be conferred <small>(Must have been registered previous quarter, but filing between quarters, e.g., summer completion following the end of spring quarter.)</small></p> <p><input type="checkbox"/> H. Pay a filing fee _____ to complete requirements for the degree <small>Quarter/Year</small></p> <p><input type="checkbox"/> I. Other: _____</p>		
<p>REASON(S): <u>Changing student to appropriate new major</u> <u>code established by campus</u></p> <p style="text-align: right;">Student Signature: <u>Department Initiated</u> Date: <u>1/30/07</u></p>		
<p>DEPARTMENT</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Approved: <u>J. A. McCommer</u> Date: <u>7/22/07</u> <small>Graduate Adviser/Instructor</small></p> <p>Approved: <u>Daniel J. Olson</u> Date: <u>7/12/07</u> <small>Department/Group/School Chair/Dean</small></p> </div> <div style="width: 50%;"> <p><small>Petitions involving transfer from one department/group/school require the signature below of the chair of the department or group, or the dean of the school into which the student is transferring.</small></p> <p>Approved: <u>Daniel J. Olson</u> Date: <u>8/11/07</u> <small>Department/Group/School Chair/Dean</small></p> </div> </div>		
<p>CASHIER</p> <p>Readmission fee: \$ _____</p> <p>Filing Fee: \$ _____</p> <p>Late Fee(s): \$ _____</p> <p style="text-align: right;">Validated: _____ Date: <u>1/1/07</u> <small>Cashier</small></p>		
<p>OGSR</p> <p style="text-align: right;">Approved: _____ Date: <u>1/1/07</u> <small>Dean of Graduate Studies</small></p>		
<p>OGSR Form: \publications\formgenpet.pmd Distribution: White-Registrar, Canary-OGSR, Pink-Student, Goldenrod-Major Department</p> <p>REV: 10/02</p>		

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

TritonLink Preview - Mozilla Firefox

File Edit View Go Bookmarks Yahoo! Tools Help

https://tritonlink.ucsd.edu/portal/site/tritonlink-preview

CentOS Support

Search Web NCAA Football Bookmarks My Yahoo! Yahoo! Mail Shopping Finance News Travel

TritonLink

UCSD University of California, San Diego

Current Students Faculty/Staff Prospective Students Parents/Families Alumni Visitors/Friends

Home Academics Finances Student Life MyRecords MyFuture

E-mail WebMail/SquirrelMail

Tools Academic History Addresses Billing and Payment Career Portfolio Class Planner (beta) Classes/Wait lists Degree Audit Directory Financial Aid Health Fee Waiver Holds Major and Minor Schedule of Classes Virtual Advising Center WebReg More tools

WebCT Courses About WebCT WebCT

Calendars Academic Enroll/register Events

Announcements and deadlines

Sept. 21: Fall health fee waiver deadline

Now available: Fall open enrollment WebReg tutorial (PDF) e-CHUG survey for new freshmen and transfers

What's happening

New Student Welcome Convocation

New students are invited to Sun God Lawn on Sunday, Sept. 23 from 3:30 - 5 p.m. for this annual event. Featured speakers include Chancellor Marye Anne Fox, A.S. President Marco Murillo, UCSD Alumna with Teach for America, Kate Pilon ('06) and keynote, Susan Shirk, Director of UCSD's Institute on Global Conflict and Cooperation. After the Convocation, Chancellor Fox invites all new students to meet faculty, administration and staff for lively conversation and refreshments.

Meet Dr. Penny Rue, new VCSCA

Meet new Vice Chancellor - Student Affairs [Dr. Penny Rue](#), at one of several upcoming [Welcome Week events](#) (PDF). [Read more about Student Affairs](#).

Four pages that changed the world

This month the UC celebrates Constitution Day. Explore our nation's constitutional history.

Ready for the Challenge?

Online registration is open for the Chancellor's Challenge 5K Run/Walk for Scholars, which has raised more than \$1.7 million for UCSD undergrads. The 2007 event will be Friday, Oct. 26, on the North Campus Field near RIMAC. Chancellor Fox will personally match each \$10 student registration fee, and the first 500 students to register will have their contribution doubled! Also new this year: the "Chancellor's Champion" competition for students, faculty, staff, and alumni.

Take the e-CHUG Alcohol Assessment

The e-CHUG is a short on-line survey that provides you with an accurate, detailed assessment of your alcohol use. All incoming freshmen and transfers must complete this confidential 7- to 10-minute assessment.

Virus alert: Storm Worm bot/virus

There is a bot/virus spreading rapidly through the Internet known as Storm Worm, among other names. TritonLink has already identified many computers as infected. Storm Worm spreads through links in a variety of e-mails such as "e-greeting cards" and others. If you clicked the links in such an e-mail, your computer may be infected.

MyProfile

Arneh Babakhani

Graduate Division

Dept: Chemistry and Biochemistry

Major: Chem w/Spec Computational Sci

Last Enrolled: Fall 2007

Colleges

Marshall

Muir

Revelle

Roosevelt

Sixth

Warren

Departments and programs

Academic departments

All departments

Graduate programs

News

UCSD News and information

This Week @ UCSD

The Guardian

Triton News

Libraries

tritonlink.ucsd.edu

Thu Sep 20, 11:45 AM

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

TritonLink Preview - Your College and Major - Mozilla Firefox

File Edit View Go Bookmarks Yahoo! Tools Help

https://www-act.ucsd.edu/cgi-bin/tritonlink.pl/4/students/academic/major/general_info.pl

CentOS Support

Search Web NCAA Football Bookmarks My Yahoo! Yahoo! Mail Shopping Finance News Travel

TritonLink

UCSD University of California, San Diego

Current Students Faculty/Staff Prospective Students Parents/Families Alumni Visitors/Friends

Home Academics Finances Student Life MyRecords MyFuture

Tools Academic History Degree Audit WebReg Schedule of Classes More tools

Topics Menu: Majors/Minors Menu: Codes

Need help? Contact us for help with this tool.

Your College and Major

General Information

Student: Babakhani, Arneh

PID: A [REDACTED]

Student Level: Graduate, D1

College: Graduate Division

Term: FA07

Major and Minor

Major(s): Chemistry and Biochemistry: Chem w/Spec Computational Sci (PHD)

No minor information is available for this term.

Only minors approved Winter 1998 or later will appear on this page. Minors approved prior to Winter 1998 will be viewable on the Academic History page when your degree is posted after graduation. Programs of Concentration and Area of Study will appear only on the Academic History page after your degree is posted. If you have graduated, you can view your Academic History for minor information.

TritonLink A-Z Index: 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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www-act.ucsd.edu

Thu Sep 20, 11:47 AM

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.

Arneh Babakhani
ababakha@mccammon.ucsd.edu