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Welcome

Welcome to the Donald Bren School of Information and Computer Sciences Master of Computer Science Graduate Program at UCI!

Getting Started

Now that you’ve arrived at UC Irvine as a Bren School graduate student, there are a few things you’ll need to do right away:

✓ Visit the ICS Student Affairs Office (SAO) – bldg. 302 on the campus map, suite 352. Let us know you’re here!

✓ International Students: Check-in at the International Center – bldg. 113 on the campus map. You must check-in within three days of your arrival.

✓ Go to the UCI Bookstore – Student Center, “The Hill” for your UCI student ID card.

✓ Get your TB/Immunizations before October 26. Info can be found here.

✓ Visit Computing Support (ICS 364, bldg. 302 on the campus map) for your ICS computer and email accounts.

✓ Go to the Parking Office – bldg. 7 on the campus map
For students who are commuting to campus and need a parking permit.

Housing (on campus)

If you would like to live on campus but have not submitted a housing application, we recommend that you do so right away. If you need housing in the meantime, please visit Housing Outreach Services, G465 Student Center, and ask for a list of possible roommates, rooms for rent, or off-campus rentals. You may also visit http://www.rental-living.com/ for local Irvine apartments.

Is Your Admission Provisional?

If your UCI admission is “provisional” (refer to your acceptance letter), please make sure to clear this with the UCI Graduate Division as soon as possible. You have until the end of Fall quarter to clear your provision(s). If you fail to do so, Graduate Division will revoke your graduate student status and you will not be able to register for winter quarter.

Registration

All students should register and pay fees or authorized payment (fellowship students) by the deadline. The Bren School will not cover any late fees assessed for fellowship students not registering or authorizing payment by the deadline.

You can add and drop classes through Friday of the second week of the quarter (both with instructor’s consent). An online petition will be used for adds, drops, and changes after enrollment deadlines have passed. Always check the Schedule of Classes on the Registrar’s Website for the most recent course updates: http://websoc.reg.uci.edu/perl/WebSoc.
Important Dates to Remember for Fall 2018

Prior to arrival  
F1 or J1 Student Online Orientation (new international students)

September 17  
5:00pm Deadline to pay fees at the Cashier’s Office and enroll in classes using WebReg ($50 late charge assessed after this time)

September 20  
UC Irvine New International Graduate Student Orientation, 11:00am – 5:35 pm, Bren Events Center

September 21  
UC Irvine Campus wide New Graduate Student Orientation, 8:00am - 6:00 pm, Bren Events Center

September 26  
ICS MCS Fall kickoff and Orientation – MANDATORY for all new Bren ICS MCS graduate students

September 27  
Instruction Begins!

October 12  
5:00pm deadline to add/drop a class

October 19  
4:00pm, Absolute deadline to enroll late in courses and pay late fees to avoid loss of student status

November 12  
Access WebReg to find out when winter quarter enrollment window opens (http://www.reg.uci.edu/registrar/soc/webreg.html)

November 12  
Veteran’s Day Holiday

November 22-23  
Thanksgiving Holiday, Campus closed

December 7  
Instruction ends

December 8-14  
Finals Week
MCS Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email @ics.uci.edu</th>
<th>Location</th>
<th>Extn.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amelia Regan</td>
<td>MCS Faculty Director</td>
<td><a href="mailto:aregan@ics.uci.edu">aregan@ics.uci.edu</a></td>
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<td>X42611</td>
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<td>X45156</td>
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<tr>
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<td>MCS Career Counselor</td>
<td><a href="mailto:kungj@ics.uci.edu">kungj@ics.uci.edu</a></td>
<td>ICS 464</td>
<td>X48243</td>
</tr>
<tr>
<td>Andrea O’Donnell</td>
<td>MCS &amp; MHCID Graduate Counselor</td>
<td><a href="mailto:andrea.odonnell@uci.edu">andrea.odonnell@uci.edu</a> <a href="mailto:mcs@ics.uci.edu">mcs@ics.uci.edu</a></td>
<td>ICS 352</td>
<td>X45156</td>
</tr>
<tr>
<td>Kris Bolcer</td>
<td>Director of Student Affairs</td>
<td><a href="mailto:kris@ics.uci.edu">kris@ics.uci.edu</a></td>
<td>ICS 352</td>
<td>X45156</td>
</tr>
<tr>
<td>Gopi Meenakshisundaram</td>
<td>ICS Associate Dean for Student Affairs</td>
<td><a href="mailto:adsa@ics.uci.edu">adsa@ics.uci.edu</a></td>
<td>ICS 352</td>
<td>X45156</td>
</tr>
<tr>
<td>Computing Support</td>
<td>Computer Accounts, Issues</td>
<td><a href="mailto:helpdesk@ics.uci.edu">helpdesk@ics.uci.edu</a></td>
<td>ICS 346</td>
<td>X44222</td>
</tr>
<tr>
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<td>DBH 3042</td>
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</tr>
<tr>
<td>Alex Nicolau</td>
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<td><a href="mailto:nicolau@uci.edu">nicolau@uci.edu</a></td>
<td>DBH 3082</td>
<td>X42901</td>
</tr>
</tbody>
</table>

- The Student Affairs Office is open weekdays from 9am-12pm and 1pm–4pm.
- **Walk-in Graduate Counseling** is available Monday through Friday, 1pm-3:30pm, or otherwise noted.

Important Web Sites Relating to Graduate Study

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<thead>
<tr>
<th>UCI Homepage</th>
<th><a href="http://www.uci.edu">http://www.uci.edu</a></th>
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<td>UCI Graduate Division</td>
<td><a href="http://www.grad.uci.edu">http://www.grad.uci.edu</a></td>
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<tr>
<td>Student Access</td>
<td><a href="http://www.reg.uci.edu/access/student/welcome/">http://www.reg.uci.edu/access/student/welcome/</a></td>
</tr>
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<td>Associated Graduate Students</td>
<td><a href="http://www.ags.uci.edu/">http://www.ags.uci.edu/</a></td>
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<tr>
<td>General Catalogue</td>
<td><a href="http://catalogue.uci.edu">http://catalogue.uci.edu</a></td>
</tr>
<tr>
<td>International Center</td>
<td><a href="http://www.ic.uci.edu/">http://www.ic.uci.edu/</a></td>
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ICS Master of Science Graduate Program Requirements

Program of Study
The Master of Computer Science (MCS) is a professionally oriented degree program that consists of 11 courses (48 units) to be completed in 16 months. Coursework includes 3 core courses, 2 capstones, and 6 elective courses. This is a Plan II program, with an exam consisting of a written and oral presentation of a Capstone Project. There is also a one-quarter summer internship component. Nearly all courses have a lab component that will allow for a more supervised hands-on learning environment with a stronger emphasis on practical applications and implementation.

Advising and Career Development
Students in this program will receive extensive academic and career planning support from start of the program and will also receive extensive faculty advising throughout. This program is intended to prepare students for careers in technology and non-technology industries, business, and government.

To help students identify and achieve their career goals, this program has a dedicated career counselor who will provide one-on-one, personalized career coaching. Throughout the year, the program will also facilitate a variety of career management and job search workshops on topics including: career exploration, career planning, internship and job search strategies, resume and cover letter writing, interviewing techniques, and network expansion.

Capstone
The two capstone courses (CS 296P and CS 297P) are taught concurrently in students’ last Fall quarter.

Description of the Capstone Element:

- The design project will involve taking a new idea from conception to prototype development and validation.
- Projects will draw on skills learned in several of the courses in the curriculum and will be initiated by computer science faculty or by our corporate affiliates.
- Students will form teams of two-four students and their work will be supervised by both the instructor of the course and a faculty project mentor who will be involved in all aspects of the project.
- The scope of the projects will include physical prototype development, appropriate testing and detailed documentation. Ideally projects will represent a complete system or product, integrating analysis, simulation, and software and hardware design as appropriate.
- The professional writing and communication for computer science careers course will involve the development of design and detailed project description documents for the design project. It will also include assignments related to other aspects of their professional careers.
A. Complete any three of the following core courses:

- COMPSCI 222P Principles of Data Management
- COMPSCI 232P Computer and Communication Networks
- COMPSCI 238P Operating Systems
- COMPSCI 250P Computer Systems Architecture
- COMPSCI 260P Fundamentals of Algorithms with Applications
- COMPSCI 261P Data Structures with Applications
- COMPSCI 273P Machine Learning and Data Mining

B. Complete the following two capstone courses:

- COMPSCI 296P Capstone Professional Writing and Communication for Computer Science Careers
- COMPSCI 297P Capstone Design Project for Computer Science

C. Complete at least six of the following courses that are not being counted as core courses from section A:

- COMPSCI 201P Computer Security
- COMPSCI 202P Applied Cryptography
- COMPSCI 203P Network Security
- COMPSCI 206P Principles of Scientific Computing
- COMPSCI 210P Computer Graphics and Visualization
- COMPSCI 211P Visual Computing
- COMPSCI 222P Principles of Data Management
- COMPSCI 232P Computer and Communication Networks
- COMPSCI 238P Operating Systems
- COMPSCI 242P Compilers and Interpreters
- COMPSCI 244P Introduction to the Internet of Things
- COMPSCI 250P Computer Systems Architecture
- COMPSCI 253P Advanced Programming and Problem Solving
- COMPSCI 260P Fundamentals of Algorithms with Applications
- COMPSCI 261P Data Structures with Applications
- COMPSCI 262P Automata, Grammars, and Languages
- COMPSCI 267P Data Compression
- COMPSCI 268P Introduction to Optimization Modeling
- COMPSCI 271P Introduction to Artificial Intelligence
- COMPSCI 273P Machine Learning and Data Mining
- COMPSCI 274P Neural Networks and Deep Learning

*Elective courses are not offered every quarter/year.

All Master of Computer Science students are expected to maintain a minimum GPA of 3.0 throughout the program, with no individual grade lower than a B.
Master of Computer Science Degree

Degree Conferral
The MASTER OF COMPUTER SCIENCE degree will be conferred by the UCI Graduate Division the quarter following advancement to candidacy if all degree requirements are satisfied. Advanced to Candidacy forms are required to be signed and submitted to the MCS Graduate Counselor one quarter prior to graduation (summer). Graduate Division will send a letter of degree confirmation. Diplomas will be ready for pick up from the Registrar’s Office about four months after graduation.

Graduate Division requires that all graduating MASTER OF COMPUTER SCIENCE students complete the UCI Master's Exit Survey: http://apps.grad.uci.edu/exitsurvey/ before graduation.

Policies and Procedures

California Residency
To establish California residency for tuition/fee purposes students must:

1) File a Petition for Residence Classification with the Registrar’s Office
2) Be a U.S. citizen or permanent resident
3) Be physically present in California for more than one calendar year
4) Have come to California with the intent to make California their permanent home
5) Show that they intend California to become their home

Examples of (#5) include:
- Registration as a voter in California
- Designation of California as their permanent residence on all University documents
- Obtaining a California Driver’s License or ID Card
- Registration of their car with the State of California
- Payment of California income taxes as a resident
- Maintenance of a home in California

For more information about residence classification, please see http://www.reg.uci.edu/residency/classification.html.

Grading Policies
Students are expected to maintain a B average (this is an absolute requirement if on a fellowship). In order to receive graduation credit, students must earn a grade of B or better in all required courses, core courses and breadth courses. A grade of B- or below does not have to be improved and can remain on the transcript if that grade is not going to be counted toward graduation requirements.

Graduate students must meet all of the following criteria to maintain satisfactory progress:

- Maintain at least a 3.0 cumulative GPA.
- Advance to candidacy and complete the degree within limitations established by UCI’s Graduate Council.
- Receive grades of B or better.
- Enroll in at least 12 graduate or upper-division units of credit each quarter, including credit for supervised teaching and research, unless part-time status or an academic leave of absence has been approved in advance by the Graduate Dean. In cases of approved part-time status, enrollment in eight 8 or fewer units of credit toward the degree is expected each quarter.
• Satisfactory progress towards the degree as determined by the student’s faculty advisor, committee, or academic unit.
• If a student earns a B- or below in any core course, the core course MUST be retaken or supplemented with another appropriate core course.
• Students can repeat up to 8 units of B- or below to reflect in their GPA. Ex: if a student fails CS 222p and repeats CS 222p with a passing grade, the passing grade will replace the failed grade in the cumulative GPA.
• If a student fails an elective requirement, he/she may elect to take another elective to use towards their MCS program requirements. (The Grade from the failing elective will still reflect in the cumulative GPA regardless of it is counts towards the requirements)
• Note: The professional judgment of the faculty, upon review of all graduate work undertaken by the student, is paramount, and the faculty of a particular academic unit may establish more restrictive criteria for satisfactory academic progress. Graduate students must maintain satisfactory academic progress to be eligible for any academic appointment/employment, fellowship support, or other awards.

Reference: https://www.grad.uci.edu/academics/academic-policies.php

*** It is the student’s responsibility to check grades at the end of each quarter ***

Grades are available from the Registrar’s Office (fees apply for copies of official transcripts; unofficial transcripts are free of charge) or through Student Access.

**Traditional grades:** A, B, C, etc... Students are expected to maintain a B average (this is an absolute requirement if on a fellowship—GSR, TA, GAANN, etc.). In order to receive graduation credit, students must earn a grade of B or better in all required courses, core courses and breadth courses. A grade of B- or below does not have to be improved and can remain on the transcript if that grade is not going to be counted toward graduation requirements.

**Pass/No Pass:** P/NP is for undergraduate courses only. Graduate students must receive a letter grade to pass a course. Graduate students should **not** sign up for P/NP.

**Satisfactory/Unsatisfactory:** S/U is for graduate courses only and is considered to be a letter grade. Faculty can assign an S/U instead of an A, B, C, etc. Students are responsible for asking the instructor if they can receive the S/U option instead of an A, B, C, etc. at the beginning of the quarter. Please keep in mind that the S grade is equal to a B or better and the U grade is equal to a B- or below. A student who receives a U grade will have to repeat the course if it is going to count towards degree requirements.

**Incompletes:** The “I” grade is reserved for occasions when a student’s work is satisfactory but is incomplete because of circumstances beyond the student’s control, and when the student has been excused in advance from completing the quarter’s work. Students may ask the instructor to assign an “I,” but it may or may not be granted. If granted, a student has up to three quarters to complete the work. If the work is not completed and a grade has not been assigned after three quarters, the “I” will turn to an F. Once the work has been completed, the instructor must turn in a grade change report to change the “I” into a letter grade. The student should check Student Access often to confirm that the grade has been changed.

Graduate Division will not continue to approve employment for a student who has more than two Incompletes on their transcript.

**No Reports:** NR means no grade was reported. This can be the result of a variety of reasons: The faculty member did not turn the grades in on time The faculty member does not recognize the student’s name on the class roster The faculty member turned in the wrong grade The course’s grade roster was unreadable.
An NR will turn into an F after one quarter. Students who receive an NR should talk to their instructor immediately. The instructor will need to complete a grade change report.

**Curricular Practical Training (CPT)**

International students may be eligible for CPT, a type of employment authorization that allows students to complete an internship/training off campus during the summer. Please consult the International Center for CPT policies and application requirements. Students will need the approval of their advisor on the CPT application, and must attend the annual ICS CPT workshop in winter quarter.

**Optional Practical Training (OPT)**

International students may be eligible for OPT after graduation. OPT provides the opportunity to gain employment experience in the student’s major/field of study. Please consult the International Center for OPT policies and application requirements. The ICS Graduate Counselors can verify your graduation date and sign the Graduation Confirmation/OPT Recommendation Form that is required as part of the OPT application package.

**Academic Standing**

Graduate students are expected to maintain at least a 3.0 cumulative GPA and earn Bs or better. Failure to meet this standard will result in an academic probation notification email after grades post. Continual lack of satisfactory performance may result in a recommendation to the Graduate Dean that the student be disqualified from the program and University.
UC Irvine Academic Integrity Policy

Preamble
The University of California, Irvine is an institution of learning, research, and scholarship that is strengthened by the existence of an environment of integrity. As members of the academic community, instructors, students, and administrators are responsible for maintaining this environment. It is essential that all members of the University practice academic integrity and accept individual responsibility for their work and actions. Violating the Academic Integrity Policy is unacceptable, devaluing the teaching and learning experience for the entire community. While at UCI, members of the academic community should become better educated about the ethical framework underpinning academic integrity and improve their moral standards supporting it.

The UCI Academic Senate Policy on Academic Integrity states the general rules and procedures associated with student academic integrity. This Academic Integrity Policy applies to undergraduate and graduate students enrolled in a UCI course. A separate policy governs the integrity of research.

Responsibilities
All members of the academic community have a responsibility to ensure that academic honesty is maintained.

Students’ Responsibilities:
All students are expected to complete a course in compliance with the Instructor’s standards. No student shall engage in any activity involving any Academic Integrity Policy Violations. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort, and shall not aid another student who is attempting to do so. All students are encouraged to notify instructors, but may also notify the AIAO, about observed incidents of Academic Integrity Policy Violations. Instructors should take reasonable steps to preserve the confidentiality of students making such reports.

All students have the responsibility to become familiar with and abide by the Academic Integrity Policy.

Instructors’ Responsibilities:
Instructors should create an environment in their classes where academic integrity is understood and supported. They should assign grades in a transparent and equitable manner. Specifically:

When an Instructor believes that a Student has violated the Academic Integrity Policy, the Instructor should report the incident to the AIAO within thirty instructional days of discovering the possible Academic Integrity Policy Violation. The Instructor shall participate in the process according to the Academic Integrity Policy. http://catalogue.uci.edu/appendix/#academichonestytext
Bren School Policy on the Ethical Use of Computing Resources

Introduction
As a student you are probably aware of certain ethical responsibilities you have in doing class work. However, another area in which you have important ethical responsibilities is in your use of computing resources. Described in this policy document are some of these responsibilities, as well as the ICS policy on student use of computing resources. Some of these policies might be different from what you would expect, so please read over and understand this document.

ICS provides for you, the student, a wide range of computing resources ranging from X-Terminals to PCs to large, multiuser UNIX Systems. These machines are expensive to buy and expensive to maintain, but it is the School’s goal to provide you with the very best computing environment possible. Many users depend on these computers for doing class assignments, research, and for communications. We are a community of computer users, and like any community we can all make the best use of our resources if we establish some guidelines for how we can use them responsibly.

Some computing facilities, such as those which hold classified data, may establish expensive and complex security systems. At the Bren School, we do not do this. Instead, we have some security mechanism that greatly decrease the risk that one user will accidentally interfere with another, but no great ingenuity is needed to get around these mechanisms. As a result, we need to trust the people who use our machines.

The fundamental principle behind our policies is straightforward: While using the computers, you should never do anything that harms another user or prevents him or her from getting work done.

If you have any questions about these rules or if you suspect that an account (yours or someone else’s) has been compromised, please contact the ICS Computing Support Group via email to helpdesk@ics.uci.edu, or stop by the Group’s office in ICS 346 and explain the problem.

Computer Accounts
ICS has a wide range of computers available and they are located in several different labs. Some of these labs are open only to people enrolled in certain classes; other labs are available for general drop-in use. Each Bren School major is given both a Windows and a UNIX account on the Sun workstations. Different courses will require the use of different platforms. Non-majors will be given accounts only if required for a course in which they are enrolled.

All Bren School computers are to be used only by Bren School students, faculty, and staff. People outside the School who wish to use computers should go to one of the OIT (Office of Information Technology) drop-in labs (various locations around campus). OIT provides computing access for non-Bren School people.

Any computer account created for you remains the property of the Regents of the University of California. You are responsible for this account, and you may not allow any other person to use it.

The primary purpose of your account is to allow you to carry out your computing assignments and other instructional activities. You may also make modest use of these resources for other purposes, such as sending email to friends on campus, reading the electronic bulletin boards, and playing games, provided that this usage does not significantly interfere with instructional use of the machines.
An example of how one might "significantly interfere" would be to tie up a computer for game-playing when no other computers are free and someone else is waiting to use the computer to do an assignment. If you have a game or other program you would like to make available to other users, please give it to the system administrator for public installation (you can contact the system administrator by emailing helpdesk@ics.uci.edu). You may not use the machines for commercial purposes, such as preparing bills for your company or advertising products, or for work related to non-UCI organizations, such as an off-campus political or religious group. More details about this are given below. If you are in doubt about the appropriateness of using an ICS machine, ask the Support Group staff.

**Ethical Behavior**

Below is a list of some examples of activities that the Bren School does not allow. If a student makes such unethical use of School computers, that student will be subject to the penalties described in the Disciplinary Procedures section.

- You may not introduce viruses, worms, Trojan horses, password cracking or login spoofing programs on any University computer or network. In fact, because of the serious damage such programs can cause, the Bren School faculty has adopted a policy which forbids students even to have these types of programs in their accounts or to place them on any School computer. In addition, you may not store such a program on a departmental computer even if you only wish to study the program.

- You may not try to use equipment or accounts that have not been assigned to you.

- You may not interfere with anyone’s ability to make use of resources. For example, it might be reasonable to lock a workstation if you need to leave the room for two or three minutes, but it is not reasonable to lock it while you leave to buy lunch. Another example would be doing something that ties up all or a significant fraction of the machines, thus preventing others from receiving their fair time at the machines.

- You may not destroy other people’s work.

- You may not "spy" on people, that is, you may not attempt to gain information from anyone else’s accounts or from their external drives when there is good reason to believe that they do not wish you to obtain that information. Also, you may not attempt to violate the protection facilities provided by the system and/or take deliberate advantage of someone else’s failure to protect sensitive information on their account. This works both ways; faculty, staff and members of Computing Support also have the responsibility to respect the privacy of the student. For example, it would be unethical for a faculty member or Support Group member to browse through your personal messages just out of curiosity, even if they have a security level that allows them to do so. The Bren School does, however, retain the right to inspect material on your account when this is necessary to investigate a suspected violation of University rules, such as a cheating incident or a violation of the rules in this document.

- You may not send email that appears to come from someone else.

- You may not advertise any commercial products or use your account to earn money. If for some reason you need an account that can be used for commercial purposes, contact OIT with your inquiry.

- You may not display offensive material in any publicly accessible area. There are materials available on the Internet and elsewhere that some members of the Bren School community will find offensive (one example is sexually explicit graphics; another is political argument on such issues as abortion). The School and the University are committed to maintaining the free and open exchange of ideas as well as a non-offensive working environment. Thus, the School does not restrict the availability of potentially offensive material, but does regard as unethical conduct the display of such material in any publicly accessible area, including on workstation screens in public rooms and in computer labs.

- You may not use the computers’ printers as copying machines. For example, you may not print out 100 copies of a report; instead, print out one copy of the report and use a copying machine to obtain the other 99.
**Disciplinary Procedures**

What happens if you violate any of these rules? It depends on the seriousness of the offense, but could be one or more of the following. Disciplinary procedures and sanctions will be consistent with those outlined in the UCI Implementation of “Interim Policies and Procedures Applying to Campus Activities, Organizations, and Students, Part A.”

1. You may have to meet with the chair of the Computing Resources Committee (CRC), the Dean of the Bren School of ICS, or the manager of the Computing Support Group to discuss abuse of computing resources.

2. Your account may be locked. (Again, we recognize an obligation to respect your rights, as well. No student account will be locked without discussion and approval of the Bren School Dean, or the chair of the CRC, except in the case of security violations. It would not be ethical for us to lock your account capriciously; for example, we agree not to lock it simply because you send a message to a board expressing disagreement with some School policy or action.)

3. For minor infractions, some form of departmental services (e.g., cleaning a lab) may be requested in exchange for unlocking the account.

4. For offenses involving abusing computing resources, cheating on course related work, or preventing others from working on assignments, your grade may be lowered in the class or you may receive a failing grade.

5. For severe offenses, or repeated minor offenses, you may lose access to all Bren School computing facilities for a period of time. Access to computing can be denied for a limited time (e.g., one week, the remainder of the quarter, an entire quarter) or permanently.

6. You may be suspended or dismissed from the University.

7. In serious cases, your name and a description of the violation may be reported to the police. California Penal Code Section 502 makes certain computer abuses a crime, and penalties can range up to a $10,000 fine and up to three years in prison.

**Good Citizenship**

Your cooperation in the following areas will help us make efficient use of the computing resources and will avoid unnecessary impositions on the time of faculty, staff, and other students. These are not the sorts of things which we can expect to enforce rigidly; rather, we are asking for your cooperation for the benefit of the entire School community. Violations of these guidelines would not ordinarily result in any of the penalties listed above beyond number one, unless they were especially flagrant or persist after faculty or staff has asked you to stop.

- Please be careful not to use the computer to annoy people, for example by sending them messages which they do not wish to receive. (The mail system makes it rather easy to send a message to a very large group of people; please be responsible in your use of this capability. In particular, when you reply to a message sent to a large group, avoid cc'ing your reply to the entire group unless it is a matter of interest to them.)

- Please be careful not to annoy students in the lab for any reason. The lab is not a library, but we ask that each student do his/her part to help to maintain a pleasant working environment for all. Activities that are not conducive to a pleasant work environment include, but are not limited to: listening to music at a volume that is distracting to others, carrying on loud or inappropriate conversations, excessive or distracting cell phone use, failure to leave your workstation clean and ready for the next student, etc.

- Please do not waste anything (i.e., paper, disk space, CPU time, people time, etc.). Please put your old printouts in the recycling bins.

**Acknowledgments**

Some of these policies are adapted from those used by the UCLA CS Department. They adapted some of their policies from Columbia University and the California Institute of Technology.
UC Irvine provides computing resources and worldwide network access to members of the Bren School electronic community for legitimate academic and administrative pursuits to communicate, access knowledge, and retrieve and disseminate information. All members of the UCI community (faculty, staff, students, and authorized guests) sharing these resources also share the rights and responsibilities for their use.

Rights and Responsibilities
Worldwide, open access electronic communication is a privilege and continued access requires that users act responsibly. Users should be able to trust that the products of their intellectual efforts will be safe from violation, destruction, theft, or other abuse. Users sharing computing resources must respect and value the rights and privacy of others, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Users are responsible for refraining from acts, intentional or inadvertent, that obstruct the access of others to these resources, waste limited resources, harm resources or information, or violate the rights of others.

To help protect computer and network resources files, users are responsible for setting passwords appropriately, and for keeping passwords confidential by not giving them to another person, and for following other appropriate security procedures. Personal equipment accessing the network must conform to Section 800-18, Security Guidelines for Computers and Devices Connected to UCInet. In particular, personal computers must have current security patches applied and the appropriate security software (e.g., anti-virus protection) properly functioning. Guidance on appropriate security measures may be obtained from OIT or an administrative Information Security Coordinator. Users connecting equipment to the network which threaten the security of the network or other systems by failing to follow this guidance may have their ability to connect equipment to the network suspended.

Most UCI owned computers are under the control of system administrators or managers, who are required to respect the privacy of computer system users. However, they may access user files or suspend services on the systems they manage without notice as required to protect the integrity of computer systems or to examine accounts that are suspected of unauthorized use or of having been misused, corrupted or damaged. This includes temporarily locking vulnerable accounts, removing hung jobs, reprioritizing resource-intensive jobs, etc.

In addition to campus and UC policies such as the Electronic Communications Policy, many UCI departments have their own computing and networking resources and policies. When accessing computing resources, users are responsible for obeying both the policies described here and relevant departmental policies. Students are also responsible for obeying the policies described in the UC Policies Applying to Campus Activities, Organizations, and Students. In addition, all users are responsible for obeying policies of off-campus network services accessed using UCI resources.

Examples of Misuse
Examples of misuse include, but are not limited to:

- Knowingly running or installing on any computer system or network, or giving to another user, a program intended solely for the purpose of damaging or placing excessive load on a computer system or network. This includes, but is not limited to, computer viruses, Trojan horses, worms, bots, flash systems or password cracking systems.
- Attempting to circumvent data protection schemes or uncover security loopholes without prior written consent of the system administrator. This includes creating and/or running systems that are designed to identify security loopholes and/or intentionally decrypting secure data.
- Using computers or electronic mail to act abusively toward others or to provoke a violent reaction,
such as stalking, acts of bigotry, threats of violence, or other hostile or intimidating “fighting words.” Such words include those terms widely recognized to victimize or stigmatize individuals on the basis of race, ethnicity, religion, sex, sexual orientation, disability, and other protected characteristics.

- Posting on electronic bulletin boards, Web pages, or any other computer network based dissemination channel, any materials that violate University policy or codes of conduct.
- Attempting to monitor or tamper with another user’s electronic communications or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner.
- Violating copyright laws or restrictions.
- Violating terms of applicable software licensing agreements.
- Using campus networks to gain, or attempt to gain, unauthorized access to any computer system.
- Using a computer account or obtaining a password without appropriate authorization.
- Facilitating or allowing use of a computer account and/or password by an unauthorized person.
- Employing, either directly or by implication, a false identity when using an account or other electronic resources. This includes sending unauthorized mail that appears to come from someone else as well as posting or otherwise disseminating materials which misrepresent the identity of the sender.
- Disguising, misrepresenting, or concealing the identity of a computer system connected to the network.
- Performing an act without authorization that will interfere with the normal operation of computers, terminals, peripherals, networks, or will interfere with others’ ability to make use of the resources.
- Using an account for any activity that is commercial in nature and/or not related to work at UCI, such as consulting services, typing services, developing software for sale, advertising products, and/or other commercial enterprises for personal financial gain.
- Distributing, posting, or otherwise making available to those not authorized any confidential, sensitive, or private information.

**Consequences of Misuse**

Misuse of computing, networking, or information is unacceptable, and users will be held accountable for their conduct. Serious infractions can result in temporary or permanent loss of computing and/or network privileges and/or Federal or State legal prosecution. Appropriate corrective action or discipline may be taken in conformance with applicable personnel policies, student policies, collective bargaining agreements, and procedures established by the Academic Senate. California Penal Code, Section 502 makes certain computer abuses a crime (such as illegal reproduction of software protected by U. S. copyright law), and penalties can include a fine and/or imprisonment. Files may be subject to search under proper authorization.

Minor infractions of this policy, such as poorly chosen passwords, overloading systems, excessive disk space consumption, are typically handled internally by the department in an informal manner. More serious infractions such as abusive behavior, account invasion or destruction, attempting to circumvent system security, and the like are handled formally through the Office of the Dean of Students or by other appropriate officials.

**Contact Information**

For additional information, contact the Office of Information Technology by calling (949) 824-2222, or by email at oit@uci.edu.
**Campus Resources**

**Anteater Recreation Center (ARC)**
Campus Recreation serves as an integral part of university life by offering diverse sports, recreational and fitness activities that are fun, vigorous, healthy and conducive to personal wellness. We support the academic mission by creating a climate that motivates individuals to embrace a healthy life-style, build social communities and develop leadership opportunities that contribute to antaeater pride.

**Location and Contact Information:**
680 California Ave.
Phone: 949-824-5346
Website: [http://www.campusrec.uci.edu/index.asp](http://www.campusrec.uci.edu/index.asp)

**Campus Billing Services**
Campus Billing Services (CBS) acts as the ZotAccount Information Center for the 27,000+ UCI students who are billed for registration fees each quarter. Every year, they handle thousands of inquiries about ZotAccount Online, including questions about charge amounts, due dates, and payment options. They can help you understand your ZotBill by explaining the various charges and credits, and showing you how the amount due was calculated.

**Location & Contact Information:**
109 Aldrich Hall
Phone: 949-824-2455
Fax: 949-824-9807
Email: cbs@uci.edu

**Central Cashier**
At UCI, the staff of the Central Cashier assists the campus community by processing payments and deposits, and answering questions at their service windows. They process your payments for registration and other charges, such as add/drops, readmission applications, and transcript and diploma requests. They also receive payments for bills like Student Health invoices, returned checks, and library fines.

**Location & Contact Information:**
228 Aldrich Hall
Phone: 949-824-6916
Fax: 949-824-3252
Email: cashiers@uci.edu

**Counseling Center (Psychological)**
The Counseling Center is the primary counseling and mental health agency for UC Irvine undergraduate and graduate students. The Center provides short term time limited individual, couples, group and family counseling. The Center also assists students with urgent care and some psychological testing. Psychiatric evaluation and intervention are available on a limited basis for students concurrently seen in therapy. A wide range of workshops and courses related to interpersonal and developmental issues including cross cultural interaction, intimacy and friendships, interpersonal communication, and coping and resiliency are offered annually. The Center’s services are available and free of charge to currently registered students.

**Location & Contact Information:**
203 Student Services I
Phone: 949-824-6457
Web Site: [http://www.counseling.uci.edu/](http://www.counseling.uci.edu/)
Disability Services Center
Core functions include: Provide effective and reasonable academic accommodations and related disability services to UCI students; Consult with and educate faculty about reasonable academic accommodations; Strive to improve access to UCI systems, activities, and facilities for students with disabilities; Advise and educate academic and administrative departments about access issues to systems or facilities; Promote increased awareness of disability issues on campus.

Location & Contact Information:
100 Disability Services
(Building 313 on campus map)
Phone: 949-824-7494 / 949-824-6272 (TDD)
Fax: 949-824-3083
Email: dsc@uci.edu

International Center
The International Center promotes and facilitates international education by providing services to advance the university's mission and support the academic goals and objectives of international students, faculty, and researchers. The International Center Staff is committed to providing quality services to comply with government regulations and promote intercultural understanding.

Center staff counsel and assist international students, faculty, researchers, staff and scholars with immigration, orientation, employment and adjustment needs throughout their stay at UCI. In addition, the staff brings together international and domestic members of the UCI community for a variety of cultural, educational, social and recreational activities.

Location & Contact Information
G302 Student Center
(Building 113 on the campus map)
Phone: 949-824-7249
Fax: 949-824-3090
Email: internationalcenter@uci.edu

Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center
The LGBT Resource Center is dedicated to providing a safe and welcoming environment for UCI's diverse lesbian, gay, bisexual, transgender, queer, questioning, intersex, and ally communities. They raise awareness, increase visibility, and engage in advocacy regarding LGBT issues. In addition, they provide opportunities for leadership and personal development, serve as a resource for LGBT students, and create systems and services that work to eliminate heterosexism, homophobia, and gender identity oppression.

Location & Contact Information:
G301 Student Center
Phone: 949-824-3277
Fax: 949-824-7971
Email: lgbtrc@uci.edu
Student Health Center
The UC Irvine Student Health Center is a comprehensive outpatient clinic staffed with licensed primary care physicians, dentists, a physician assistant, registered nurse practitioners, and registered nurses. Medical specialists from various disciplines including dermatology, orthopedics/sports medicine, gynecology, internal medicine, ENT, and psychiatry provide on-site consultation on a regular basis.

Location & Contact Information:
501 Student Health
Phone: 949-824-5301
Fax: 949-824-3033
Website: https://shc.uci.edu/about/contact
Nondiscrimination, American Disability Act & Clery Act statements

**Nondiscrimination Policy Statement Regarding Student-Related Matters**

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy(1), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services(2). The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University Systems and activities. The University of California also prohibits employment discrimination based on genetic information (including family medical history), gender, and gender expression.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to: Kirsten

K. Quanbeck, Director
Office of Equal Opportunity and Diversity
103 Multipurpose Science & Technology Building (MASTER OF COMPUTER SCIENCE) Irvine, CA 92697-1130
Phone: (949) 824-5594
Email: oeod@uci.edu

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1 *Pregnancy* includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
2 *Service in the uniformed services* includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

**American Disability Act Statement**

The information in this publication will be made available in alternative formats for people with disabilities, upon request. Requests should be directed to the Disability Services Center, telephone 949-824-7494; TDD 949-824-6272. The campus and all buildings are accessible by wheelchair.

**Clery Act Statement**


*Clery Crime Statistics* reflect statistics for the past three years related to crimes and incidents reported to the UCI Police Department, local law enforcement agencies and campus security authorities (whether the crime occurred on campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus).