**Advising sheet for Master’s students in Computer Science - v 08 – Fall 2016**

|  |  |
| --- | --- |
| Student Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student ID: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Admission year/Semester: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Submit this form to the Graduate Program Coordinator in the following cases:***

1. **Apply to become classified**

Fill out *Section1: Classified.* After you have completed all prerequisite courses mentioned on your admission letter*.* Attach a copy of your admission letter to this form.

1. **Apply for advancement to candidacy**

Fill out *Section2: Advancement to Candidacy.* Submit by the 14th week of the semester prior to taking project/thesis.

1. **Apply for graduation**

Fill out *Section3: Graduation.* Once you have completed all requirements for Master’s degree.

**Section1: Classified**

If you were **CONDITIONALLY** admitted to the program, enter the information for each prerequisite listed in your admission letter **after** you have passed all the required courses.

Course checklist:

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| Course | Year | Semester | Grade |
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To be completed by Computer Science Graduate program coordinator:

**Classified**: Name \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_­­\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Section2: Advancement to Candidacy**

**Once you completed at least 9 units towards degree, you can officially start your project/thesis.**

1. Fill out this section to apply for advancement to candidacy.
2. Attach Advancement to Candidacy form and your proposal signed by your advisor and committee members.
3. Submit all these documents by the 14th week of the semester prior to taking project/thesis.
4. All prerequisites and GRE requirements on you admission letter must have already been cleared by the time you apply for advancement to candidacy.

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| --- | --- | --- | --- |
| Course | Year | Semester | Grade |
| CS 513 |  | Fall |  |
| CS 571 |  | Fall |  |
| CS 537 |  | Spring |  |
| CS 542 |  | Spring |  |
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* How did you complete GWAR? \_\_ GRE \_\_ GWAR paper, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by Computer Science Graduate program coordinator:

**Advancement to Candidacy approved**:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section3: Graduation**

1. Fill out the courses table given in **Section2. Advancement to Candidacy**.

Notes: up to **9 units** can be at 400 level. 421, 433, and 441 can be used towards degree **only if** they are your admission prerequisites. At least **9 units** must be from the 600 level. 699 is usually for 2 semesters, 6 units, but 698 is for 3 units. Note that any course you took for another degree cannot be repeated here.

1. Submit the completed sheet and attach the Master’s comprehensive examination certification form.

To be completed by Computer Science Graduate program coordinator:

**Graduation approved**: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_