

## NEW GRADUATE STUDENT ORIENTATION COMPUTER SCIENCE DEPARTMENT

Welcome to the Department of Computer Science at IIT!

Almost all information can be found online.

- CS department home page: <http://www.cs.iit.edu/> - course descriptions, faculty home pages, departmental forms, departmental research interests
- Web for students: <http://webforsun.cns.iit.edu/ahomepg.htm> - search for courses by subject, online registration, registration holds
- IIT home page: <http://www.iit.edu/> - all administrative office home pages, check e-mail, student life
- Information for international students - <http://www.iit.edu/~internat/index.php>

### **Registration Holds:**

Registration holds require attention before the student can register. The holds can only be removed by the appropriate administrative office. Below are some common holds:

IN: International office hold – all international students must report to the international office upon arrival on campus

Below are some common holds that can be removed by the grad admissions office:

AF - Still Need Admission Application Fee

GC - Graduate College Hold

GE - GRE Score Required

GT - Transcript Required.

In general, grad admissions (Main Building) can remove most holds for new students. Students should contact Graduate Academic Affairs after the first semester.

AS: Advising hold – contact advisor to remove

Other holds: Take CS 201/CS 401 placement exam (removed when results of test are obtained)

Take EPR exam (removed when results of EPR test are obtained)

### **Registering for classes:**

Full-time students are required to register for 9 credit hours per semester. The course descriptions can be found at: <http://www.cs.iit.edu/courses/course.html>. Most courses are three credit hours. Accelerated courses are either one or two credit hours; research/project courses are variable credit.

**Course selection:**

Students should choose courses that fulfill the following degree requirements:

|            |   | REQUIRED CORE COURSES |         |        |
|------------|---|-----------------------|---------|--------|
|            | Credit Hours                              | Programming           | Systems | Theory |
| MCS degree | 30 ( $\geq$ 20 hrs. of 500-level courses) | 1                     | 1       | 1      |
| MS degree  | 32 ( $\geq$ 20 hrs. of 500-level courses) | 1                     | 1       | 2      |

Note: Accelerated courses  $\geq$  750 are considered as 500-level courses; accelerated courses  $<$  750 are considered as 400-level courses.

Most 400 and 500-level courses have prerequisite course requirements. The prereqs are listed in the course descriptions. *If you notified the university that you intended to enroll for the coming semester, the prereq courses taken as an undergrad (from transcript submitted at application time) were entered into the Student Information System database. If you did not submit a complete transcript at the time of application, you should bring your complete transcript to the CS office for evaluation; transcripts submitted to grad admissions after initial application are NOT sent to the department.* If you have not taken the required prereq course you should plan to take the required prereq course or contact the instructor for permission to take the course if you feel you have experience that is equivalent to the prereq course.

Students should consider the following when choosing courses:

Not all courses are taught every semester.

International students can only register for 1 internet course per semester. No limit for on campus or TV courses.

Credit for CSP courses will only be accepted for the MCS degree program.

International students can only be less than full-time during their final semester of study.

Students must maintain a 3.0/4.0 GPA (“B” average) to be in good academic standing.

Other considerations:

If a course is full, keep checking the online status of that course. More seats may be added OR someone may drop.

There is a fee for late registration.

Students who are taking more than 13 hours must have advisor approval and grad college Academic Affairs approval for the overhours course. Once the course has been approved by the grad college the registrar will register the student for the overhours course.

Once all holds have been removed and courses have been selected, the student can register online at: [www.enrollment.iit.edu](http://www.enrollment.iit.edu).

**Advising:**

An advisor can help with course selection and general questions. Course selection should depend on the following:

- Fulfillment of degree requirements
- Fulfillment of all necessary prereq course requirements
- Fulfillment of specializations if desired (MCS degree only)
- Maintaining visa status where applicable.

**Program of Study (401 form)**

Graduate students are required to submit a POS form before completion of 9 credit hours. Typically the graduate college will automatically put a 401 form registration hold on first-semester students before the week of early registration. The online 401 form can be found at: <http://www.grad.iit.edu/forms/>.

Students can transfer up to 9 credit hours from another university. Transfer courses must fulfill the following:

- Must be equivalent to a 500-level IIT CS course (non-core course)
- Student must have earned a grade of “B” or better (submit copy of transcript)
- Student must submit complete course description (detailed course syllabus) to the advisor so an evaluation of the transfer courses(s) can be done
- Transfer courses are officially approved by the advisor, dept. chair, and grad college on the 401 form

Considerations in filling out 401 form:

The form can always be changed with a 406 form (see below).

Degree requirements should be met (number and type of core courses, credit hours: see above table).

Any additional course(s) the student takes beyond degree requirements (extra 400-level course) does not have to be on POS form.

Any course listed on the 401 form will be used to calculate the cumulative GPA used for graduation requirements.

Once the form has been approved by the advisor, the form must also be approved by the department and then the grad college. Holds are removed when the 401 form has been approved by the grad college. The hold can be temporarily removed after advisor approval of the 401 form.

**Change of Program of Study (406 form)**

Courses can be added and deleted from the 401 form by submitting an online 406 form. Students cannot drop courses in which an “E” grade has been earned. A 406 form does not have to be submitted with

every program change; however all POS changes must be approved by a 406 form before graduation. Students that decide to take (or not take) courses other than those specified on the 401 form should be sure that the changes still allow the student to fulfill the necessary degree requirements. The 406 form can be found at the same link as the 401 online form.

### **CS 201/CS 401 placement exam**

Students who have not had a data structures course (CS 401) or a Computer Organization/Systems programming course (CS 402) will be required to take these prereq courses. The prereq for CS 401 is a course equivalent to CS 201. All CS 401 students are asked to take a placement exam to verify programming skills equivalent to CS 201. More information can be found at:

<http://www.cs.iit.edu/announcements/CSProficiencyCourses.html>

### **CS 401/CS 402 proficiency exam**

Students who have had significant work experience and are asked to take CS 401 and/or CS 402 can apply to take a proficiency exam for the specified course. If the student successfully passes the proficiency exam the course will be waived for that student. Applications for the proficiency exam may be obtained in the CS office.

### **Financial Aid:**

There is very limited financial aid from the department. Almost all financial aid offers go to Ph.D. students. There are other possible sources of financial assistance:

On-campus jobs – very scarce but worth a try, students can contact the Center for Career Development (CDC) for job listings

Teaching Assistant (TA) positions – usually granted to Ph.D. students but graduate students who have been at IIT at least 1 semester can apply in the CS office

Co-op positions – “training” jobs, both full-time and part-time paying positions; students can contact the CDC for current listings (International students are eligible after 2 semesters in good academic standing). Students can also find co-ops through other sources: internet, friends.

Research Assistant (RA) positions – All RA positions are administered by the researcher. Researchers typically prefer to support Ph.D. students.

### **Ph.D. students:**

All current program requirements can be found at the following pages:

[http://www.cs.iit.edu/programs/phd\\_spr04/phdcs\\_phd.html](http://www.cs.iit.edu/programs/phd_spr04/phdcs_phd.html)- students who have earned a master’s degree in CS or related discipline

<http://www.cs.iit.edu/programs/directphd.html> - students who have earned an undergrad degree

All Ph.D. students should contact the PhD coordinator, Dr. Gruia Calinescu ([calinesc@iit.edu](mailto:calinesc@iit.edu)) for an orientation session.