Thank you for joining us today! We hope that this information session will be useful not only to incoming students, but for returning students as well. The information contained in this packet is a partial summary of the information found in the BME Graduate Program Handbook, which can be found at http://www.bme.uconn.edu.
INFORMATION FOR INCOMING STUDENTS

FINAL TRANSCRIPT

All incoming students must submit their final undergraduate transcript to the Graduate School. This transcript must show that your undergraduate degree was officially awarded by your previous school. If this transcript is not received in October, you will be unable to register for classes for the spring 2013 semester.

TRANSFER CREDIT REQUEST

If you have completed graduate level courses while an undergraduate at UConn or at another university and would like to have those credits transferred to your BME Graduate Degree, you must complete the “Transfer Credit Request” form, found on the Graduate School’s form website, http://grad.uconn.edu/forms.html, under the heading “Forms for Faculty.” Your major advisor must approve the transfer of these credits before the form can be submitted to the BME Graduate Program and the Graduate School. Grades received in courses requesting to be transferred must be of B (not B-) quality or higher to be considered for transfer. If you are Master’s student, only up to 6 credits of graduate work can be transferred. PhD students, please refer to the Graduate Catalog, http://catalog.grad.uconn.edu/, for more information.

INFORMATION FOR ALL STUDENTS

STUDENT ASSOCIATION OF GRADUATE ENGINEERS (SAGE)

SAGE is a graduate student organization for School of Engineering, founded Sept 2010 and became official Feb 2011. The group will plan academic, social, and career planning events targeting graduate students.

MISSION

The primary objective of SAGE (Student Association of Graduate Engineers) is to serve as a mechanism through which engineering students can connect academically, professionally and socially. In addition, the committee will be involved in organizing seminars, job fairs, fundraising, and more. Through this committee, the students can participate and engage in the process of enhancing the SAGE and therefore the students’ future. The engagement can be in the form of questions, comments or any other mean that can help the committee to organization and deliver the viewpoints of the graduate students to SAGE and the University of Connecticut.

CONTACT INFORMATION

For more information, please visit http://sage. engr.uconn.edu/.
COURSES

Students have until the tenth day of classes, September 10th, to enroll. The schedule for the BME Graduate Courses can be found at http://www.bme.uconn.edu/grad-course-schedules.php. Registration for classes is done through the PeopleSoft/StudentAdmin System. Start at http://go.uconn.edu then click on the “StudentAdmin” link on the left hand side to login. Use your student ID (also called the PeopleSoft number or EmplID, it is a 7-digit number) to login. If you need assistance with the Peoplesoft/StudentAdmin system, go to http://www.peoplesofthelp.uconn.edu/index.html.

INDEPENDENT STUDY

The Subject Area and Catalog number for BME Independent Study is BME 5099. Obtain permission to take the independent study from your major advisor/advisory committee if you intend to use the credits toward your degree. Up to 9 credits of independent study work can be used towards your graduate degree. To enroll in BME Independent Study credits, students must use the Independent Study Authorization form, found on the Graduate School’s form webpage, http://grad.uconn.edu/forms.html. The form must include a title for the independent study, be signed by the instructor of the independent study, your major advisor, and Dr. Quing Zhu, the BME Graduate Program Director. After you have obtained the appropriate signatures, the form must be submitted to the Graduate School, 2nd floor of the Whetten Graduate Center.

Courses in the Biomedical Science at the UConn Health Center. These courses are offered by graduate school in Biomedical Science and are open to qualified graduate students only. Permission from the Course Directors and Associate Dean for the Graduate School at UCHC, Dr. Lawrence Klobutcher, is required in writing in order to register. Forms are available in the Graduate School Office, Room LM035 at UCHC.

PLAN OF STUDY

After consulting with your major advisor, a preliminary plan of study should be submitted before you have completed twelve credits of graduate work. A final plan of study, signed by your major advisor and at least two associate advisors, must be submitted and approved by the graduate program director in order to graduate. The plan of study form can be found at http://grad.uconn.edu/forms.html. Plans of study must be completed in duplicate and submitted to the BME Office in Bronwell 217 with original signatures on both copies.

INFORMATION FOR GRADUATING STUDENTS

All students who intend to graduate in December 2012 must apply for graduation through the Student Admin/PeopleSoft system. Information on how to apply for graduation can be found on the Graduate School’s website, http://grad.uconn.edu/degree_completion.html.

Starting in 2010, all BME Graduate Students must use the BME Graduate Conferral Checklist, found on the BME Graduate Program website. Along with the checklist, students must submit the following to the BME Program Office:
A final Plan of Study, signed by your major advisor and at least two associate advisors, must be submitted and approved by the graduate program director in order to graduate. The plan of study form can be found at http://grad.uconn.edu/forms.html. Plans of study must be completed in duplicate and submitted to the BME Office in Bronwell 217 with original signatures on both copies.

The Report on the Final Exam must be submitted after a final plan of study has been approved. The date of the exam, results of exam must be on the form. The Report must be approved by the same advisors as your plan of study. The Report on the Final Exam form can be found at http://grad.uconn.edu/forms.html. The Report on the Final Exam must be completed in duplicate and submitted to the BME Office in Bronwell 217 with original signatures on both copies.

Clearance Notice for Engineering and Institute of Materials Science (IMS) Students Completing a Graduate Degree, otherwise known as the “Key Clearance Form,” must be signed by yourself and your major advisor then submitted to the BME Office in Bronwell 217 after you have returned any keys lent out to you. The Key Clearance Form can be found at http://grad.uconn.edu/forms.html. This form must be submitted whether or not you have ever borrowed a key.


GENERAL INFORMATION

REQUIREMENTS FOR MS DEGREE

<table>
<thead>
<tr>
<th>Plan A (with thesis)</th>
<th>Requirements</th>
<th>Plan B (non-thesis)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Credits</td>
<td>24 credits</td>
</tr>
<tr>
<td></td>
<td>15 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Courses</td>
<td>5 engineering, 1 life sciences, 2 elective</td>
</tr>
<tr>
<td></td>
<td>3 engineering, 1 life sciences, 1 elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Credits</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>9 credits (GRAD 5950)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Publications</td>
<td>None</td>
</tr>
<tr>
<td>Thesis</td>
<td>Pass Oral Exam</td>
<td>Based on coursework</td>
</tr>
</tbody>
</table>

Note that all BME MS students are required to take at least two semesters of the Graduate Seminar. Plan A Master’s students are required to present their work at least once. These credit hours will be counted toward the total credit requirement but not towards advanced course credits.

ADVISORY COMMITTEE FOR MS DEGREE

The advisory committee is formed after consultation between the major advisor and the student. This committee must include, in addition to the major advisor, two associate advisors.

Requirements for PhD

<table>
<thead>
<tr>
<th>Without Master’s</th>
<th>Requirements</th>
<th>With Master’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 credits</td>
<td>Course Credits</td>
<td>15 credits</td>
</tr>
<tr>
<td>3 engineering, 1 life sciences, elective courses in consultation with major advisor</td>
<td>Core Courses</td>
<td>3 engineering, 1 life sciences, elective courses in consultation with major advisor</td>
</tr>
</tbody>
</table>
All BME PhD students are required to take at least two semesters of the Graduate BME Seminar. PhD students are required to present their work during these seminars. These credits hours will be counted toward the total credit requirements but not towards advanced course credits.

ADVISORY COMMITTEE FOR PHD

This committee must include, in addition to the major advisor, at least two Biomedical Engineering graduate faculty members. In addition to these members, one or two other members may be selected from outside the BME Graduate Program.

DEFINITION OF CORE COURSES

You will work with your major advisor and advisory committee to select the core courses that are most relevant to your career goals.

Life Sciences - To help integrate biology into your engineering experience, we require that you take at least one life science course. Courses are typically selected from anatomy and physiology, cell and molecular biology or biophysical chemistry, but are not limited to these areas.

Engineering - An engineering core course could be any engineering course offered at UConn, either in the BME Program or through another program and/or department which is extremely relevant to the student’s chosen BME track and will significantly add to the graduate student’s plan of study and career goals.

MASTER’S STUDENTS INTERESTED IN CHANGING PLANS

Prior to submitting a Plan of Study, to change from Plan A (with thesis) to Plan B (non-thesis) or vice versa, you must provide written approval from your Major Advisor to Jennifer Desrosiers. This can be done via email. If you plan to switch from Plan B to Plan A, you must first secure a BME faculty member and identify a research project with that faculty member. If this faculty member is different than your major advisor, you must complete the “Change Major Advisor” form, found on http://grad.uconn.edu/forms.html. The “Change of Major Advisor” form must be completed before confirming to Jennifer to change your plan. If you have already submitted a Plan of Study and want to change plans, you must complete the “Request for Changes in Plan for Graduate Study” form, also found on http://grad.uconn.edu/forms.html. In sections 3 and 4 of this form, indicate that you are completing a thesis or not completing a thesis.

MASTER’S STUDENTS INTERESTED IN PURSuing A PHD
In order to go on to your PhD, you must submit another application to the Graduate School. This is best done in person at the Whetten Graduate Center at the Storrs campus. The application fee is waived for this application. Along with this application, you must provide a new Statement of Purpose and have the faculty member who will be serving as your major advisor for your PhD to write a letter stating what area your dissertation research will be in and why they want to serve as your major advisor for your PhD studies. They should also state whether or not they will be funding you. This letter can be submitted directly to Jennifer Desrosiers. This application will be sent to the Graduate Admissions Committee for review before a decision is made. Therefore, this application must be submitted in a timely manner. The letters of recommendation from your original application to our program will be used unless you submit new ones.

**FREQUENTLY ASKED QUESTIONS**

1. **Is there transportation from the Storrs campus to the University of Connecticut Health Center for classes held at the Health Center?**

   Yes, the university does provide transportation to or from the Health Center. For schedule visit: [https://dropbox.uconn.edu/dropbox?n=UCHC%20Shuttle%20Dates%20and%20Times.docx&p=Wq2ZiZA T3f8ZPcNQj](https://dropbox.uconn.edu/dropbox?n=UCHC%20Shuttle%20Dates%20and%20Times.docx&p=Wq2ZiZA T3f8ZPcNQj).

2. **How can I obtain funding?**

   Currently, the BME Graduate Program does not have regular, dedicated funding for Graduate Assistantships (GA) in research or teaching. Individual faculty members may have their own funding. From the list of Major Advisors, found in the BME Graduate Program Handbook, contact the appropriate faculty within your area of research interest to introduce yourself and inquire about funding opportunities. If you are unsure of whom to contact, ask Dr. Zhu for recommendations.

3. **How do I obtain permission numbers to enroll in a closed course or a course that requires Instructor Consent?**

   Some graduate courses require Instructor Consent to enroll. Contact the Instructor directly to ask for a permission number (certain courses are designed for Clinical Engineering Internship students and are not open to non-Clinical students). Permission numbers for these classes can be obtained from Jennifer. If no instructor is listed for a course for which you need a permission number, please contact Jennifer. If a course is closed, you may still contact the Instructor to ask if they will let you enroll. They will issue you a permission number for this.

4. **What do I do if I want to take a non-BME course?**

   Prior to the submission of your plan of study, if you wish to take a course outside of BME (i.e. ME, ECE, CHEG, etc.), contact your Major Advisor for approval. A preliminary plan of study should be submitted before completing 12 credits of graduate work.

5. **I have tried contacting a faculty member but he/she has not responded. What do I do?**

   Faculty members are extremely busy and may receive hundreds of emails a day. Please be patient for a reply. You may also go in-person to the faculty member’s office during their office hours.

6. **Whom do I contact if I have course registration problems?**
7. Whom do I contact if I have questions about my tuition and fee bill?

Contact the Bursar’s Office.

8. Do graduate courses ever get cancelled?

Yes, sometimes BME graduate courses get cancelled due to low enrollment or other reasons. The BME website has course offerings listed for each semester. We update the information regularly and will notify students of any course cancellations or schedule changes.

9. I just switched from Master’s Plan A to Plan B. Do I need to continue taking GRAD 5950 (Master’s Thesis Research) credits?

No, if you are a Master’s Plan B student, you do not need GRAD 5950. Complete coursework only.

10. I just switched from Master’s Plan B to Plan A. Do I need to take GRAD 5950 (Master’s Thesis Research) credits?

Yes, if you are completing a thesis, you need 9 credits of GRAD 5950 to meet your graduation requirements. You may take 1-9 credits per semester; most students take 3 credits per semester for 3 semesters. You may take more, but not less, than 9 credits total. If you have difficulty registering for the number of credits you want, contact the Graduate School, or if you have further questions, contact Jennifer or Dr. Peterson.

11. I did not receive a Graduate Assistantship and need to find employment. What can I do?

Contact the Office of Student Employment at https://studentjobs.uconn.edu/. This resource is not limited to Undergraduate students. You may also ask your BME Instructors if they need assistance with grading, proxying classes, etc.
BME MAIN OFFICE CONTACT INFORMATION (GRADUATE STUDY)

Dr. Rajeev Bansal  
BME Interim Program Director  
Phone: (860) 486-3410  
Email: rajeev@engr.uconn.edu

Dr. Quing Zhu  
BME Graduate Program Director  
Office: IT 337  
Phone: 860-486-5523  
Email: zhu@engr.uconn.edu

Jennifer Desrosiers  
Program Assistant II for Graduate Program  
Office: A.B. Bronwell, Room 217  
Phone: 860-486-0116  
Email: JennD@engr.uconn.edu