Dear Incoming IE Student:

Congratulations on your admission to Arizona State University! We are pleased that your application has been approved and we are looking forward to meeting you in the Spring of 2023. We want to relay important information to you before your arrival.

1. Clear all HOLDS and Priority Tasks in your MYASU. Click on the priority tasks on MyASU portal and you will find the details of pending items that requires action from your end.

Who to contact

- Financial Guarantee / I-20 / Visa: gograd@asu.edu
- MMR: immunizations@asu.edu / website
- Insurance: insurance@asu.edu / website
- Registration and other academic-related queries: SCAI Advising (see advisor matrix)

You can also find all events, relevant information, and frequently asked questions at: https://scai.engineering.asu.edu/newly-admitted-student-information/

2. Deficiency course options: Refer to the admission letter to verify if deficiency course(s) have been assigned and click on this link for details.

3. Orientation (mandatory): The purpose of the orientation is to cover degree requirements and expectations. Click here to self-enroll for orientation.

4. Class Registration: Registration begins on November 7, 2022

5. Deferring Admission to Fall 2023: Students may defer their admission to the next semester through their MyASU page by using the Request a Change link under their Program. If you have registered for a class after being admitted to the Program, you must first drop all classes and then request the deferral. If you have already deferred from Fall 2022 to Spring 2023, there will be no further deferral and a new admission application will be required. PhD students please contact advising at scai.grad.tempe@asu.edu for further consideration.

Important: New deadline for deferral request

- Deadline to request deferral is 11:59 pm Session ‘C’ add/drop deadline. Beyond this deadline a new application should be submitted. Refer academic calendar for exact dates.

6. Spring 2023 Course Recommendations: There are two types of enrollment:
a) full-time (9 or more credit hours)
b) part-time (less than 9 credit hours)

Additionally, students are allowed to register for a maximum of 11 credit hours. **International students are required to enroll in 9 credit hours to maintain F1 visa status.** The first priority is to complete deficiency courses. Hence, you must be enrolled in your deficiency courses (as needed) and at least 1 graduate-level course.

### a. Ph.D. Students: Register for the following courses:

1. IEE 622 Optimization II
2. IEE 640 Probability and Stochastic Processes (will be offered in Fall semester)
3. IEE 670 Mathematical Statistics
4. IEE 594 Conference and Workshop

**PhD students: For guidance, contact advising (advisor matrix).**

### b. Master Students: Without deficiencies select one or two core courses. Full time students, your third course can be another core course, a concentration course or an elective.

**IE Core Courses**

1. IEE 505 Information Systems Engineering or IEE 506 Web-Enabled Decision Support System
2. IEE 572 Design of Engineering Experiments or IEE 578 Regression Analysis or IEE 573 Reliability Engineering
4. IEE 545 Simulating Stochastic Systems or IEE 561 Production Systems

**IE graduate courses have pre-requisites. Refer to the course descriptions and Area course list.**

Not all courses are offered every semester. Refer to the [handbook](#) for specific degree requirements.

### 7. Research and Teaching Assistantships (RA/TA): Students interested in doing research should reach out to the faculty for possible RA positions. For TA positions apply [here](#). You are welcome to explore TA positions outside of SCAI. You will want to contact each unit separately for availability and application procedures. If you are offered a Research Assistant or Teaching Assistant position with Fulton Schools of Engineering, you are required to enroll in 12 credit hours.
Typically, students register for IEE 580 Practicum in addition to their courses to meet 12 credit hour requirement. Rarely do students take 12 credit hours of graduate-level courses. Please follow the instructions on the Course Permission Request page to request IEE 580 Practicum.

Language Proficiency for Teaching Assistantship: Refer to page 6 on the Graduate College RA/TA procedure handbook. Visit SPEAK Test for details for Global Launch Services.

We look forward to seeing you this coming semester!

Sincerely,
SCAI Advising Team