TRANSFER STUDENT

The Road to UM

A STEP-BY-STEP GUIDE TO YOUR ARRIVAL IN THE FALL
Welcome to the ’Cane Family!

This road map will guide you as you plan your arrival in Miami this fall.

To ensure a smooth transition to your new life as a Miami Hurricane, pay close attention to the checklist items. More information about each checklist item can be found on the departments’ web pages.

We can’t wait to see you on campus. Go ’Canes!

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## Master Checklist

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*International students only*
### Heads up!

All email from the University of Miami is sent to your @miami.edu account. You are responsible for receiving, reading, and responding to all messages in a timely manner, so check your email every day!

*International students only

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Stay Connected
CaneLink

Get to know CaneLink, the University of Miami’s student portal. Understanding how it works will be critical to your success because it’s used for everything, from paying tuition and registering for courses to accessing your grades.

Log in at canelink.miami.edu. Once logged in, select “Go to Student Center” to access your academic records, financial aid, and bill.

For more detailed instructions on navigating CaneLink, visit canelink.it.miami.edu.

Technology

The University provides a number of tools to help you stay organized, connected, and informed. Complete the steps below to make sure you’re taking advantage of all we have to offer.

1. **Check your UM email every day.** ALL University information will be communicated to you via your UM email account (e.g., registration appointments, financial aid, billing, grade, and student life information). Log in at email.miami.edu with your CaneID and password.

2. **Link your UM email account to the email address you use most frequently.**

3. **Link UM email to your mobile device.** For instructions, visit miami.edu/mobileconfig.

4. **Confirm your permanent address and mobile number in CaneLink** under the Student Services Center and select your preferred contact method. In case of an emergency, the University will send alerts to your preferred address and phone number on file.

5. **Set up delegate/proxy access.** CaneLink provides the option to grant your parent(s) and/or other individuals, known as delegates or proxies, access to your information. We recommend that you grant access to anyone who manages your tuition payments. You always control what’s shared and can make changes anytime. For more information, visit miami.edu/canelinkproxy.
Academics
**Your education belongs to you.**

This is the principle behind our Cognates Program of General Education, which allows you to design an education that is broad, deep, and distinctly you.

**What is a cognate?**

A cognate is a group of at least three courses (for at least 9 credits) that share a theme or focus determined by the faculty. A cognate may center on a discipline, a problem, a topic, a region, a method, a time period, another language, or an experience abroad, among many other possibilities.

**How do I fulfill the cognates requirement?**

Select and complete three cognates, one from each of the basic Areas of Knowledge:
- Arts and Humanities
- People and Society
- Science, Technology, Engineering, and Mathematics (STEM)

**How do cognates work with my major requirements?**

Every major and minor constitutes a cognate. The typical program is your major plus two cognates, each in a different Area of Knowledge.

**What is an individualized cognate?**

Transfer students who enter the University with 30 or more earned credits may propose one cognate comprised of courses they have taken at other institutions. For transfer students, individualized cognates allow for flexible use of transfer credits to fulfill a cognate requirement.

**How do I choose my cognates?**

Your interests, goals, and curiosities should guide your decision. You may select more cognates than the required three. Each cognate you complete will appear on your transcript.

**Should I register for a cognate in my first semester?**

Most students do not need to select cognates in their first semester, so you should focus on registering for the courses your school or college requires. If you have space for an elective, choose one that really interests you.

**Where can I learn more?**

The Cognate Search Engine at cognates.miami.edu allows you to explore your options and make your own educational choices.
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Musts for All Transfer Students

1. **Complete any course placement or entrance exams and skills assessments required.** You may need to take tests in language and math to ensure proper course placement. Check with your school or college for additional requirements and deadlines.

2. **Send all transcripts from each institution attended as soon as possible and no later than July 1.** You will not be able to fully register for classes until your final transcript has been received.

3. **Submit scores and/or grades for AP, IB, and dual enrollment course credit.** To have Advanced Placement (AP), International Baccalaureate (IB) Level H, and College-Level Examination Program (CLEP) scores evaluated for University credit, have your scores sent directly to the Office of Undergraduate Admission from the College Board or your regional IB office as soon as they are available.

   All exam scores must be sent directly from the appropriate testing agency. For AP, the University of Miami’s school code is 5815.

   A minimum grade of a “C” is required for consideration of dual enrollment courses, and no more than 60 credits will be accepted from these programs.

   For a list of credit equivalencies, visit [miami.edu/creditequiv](http://miami.edu/creditequiv).

4. **Take the ALEKS Math Placement Assessment,** if you have not previously taken a college mathematics course or have not been given a UM equivalence for math. The ALEKS will be available free of charge May 1 - August 26 in CaneLink. You will have five opportunities to take the exam. If you are not satisfied with your placement, you can take the six-month ALEKS Prep and Learning Module and take the exam again. For more information on the exam and exemptions, visit [miami.edu/aleks](http://miami.edu/aleks).

5. **Complete UMX100 by the end of the Fall 2017 semester.** The University of Miami Experience (UMX100) is a graded, online, self-paced course specifically designed to assist first-year students in making a successful transition to the University of Miami.

   You will be automatically enrolled in the course as it is required for all new students. The course opens on July 1 and your grade will be recorded on your transcript. Access the course via Blackboard at [courses.miami.edu](http://courses.miami.edu). Have questions about this course? Email umx@miami.edu.

6. **View your transferable credits** in the CaneLink Student Center by selecting “Course History” from the drop-down menu under the “Academics” section. Some courses will need to be reviewed by your academic advisor in your school or college.
Registration and Advising

Each of the University’s schools and colleges has a specific program of course registration and academic advising. The following pages contain relevant information to help you select courses for the fall.
School of Architecture
Office of Academic Services
1223 Dickinson Drive
Coral Gables, FL 33146
305-284-3731
academicservices@miami.edu

ADVISING
Incoming architecture transfer students fall under one of three tracks: First, Second, or Third Year.

Each incoming architecture transfer student benefits from having a tailored plan of study that includes multiple interests and all requirements for graduation. We believe that an ongoing conversation with the advisors is essential to the success of our students. Advisors are available Monday through Friday from 10 a.m. – 4 p.m.

An advisor will contact you in June or July once a plan of study has been created for you. You will have many opportunities to discuss your interests and plan of study.

REGISTRATION STEPS
1. If you did not take calculus at your previous institution, complete the ALEKS Math Placement Assessment at miami.edu/aleks.
2. Visit arc.miami.edu/newstudents to read:
   • a welcome letter from the first year design and drawing coordinators.
   • computer and software recommendations
   • a list of supplies and quotes from vendors. You are encouraged to place a phone order for a supply kit prior to Open House.
3. Arrange for official test result reports for any AP, IB, or CLEP exams to be sent directly from the testing agency to the Office of Undergraduate Admission.
4. Attend the School of Architecture Open House on Friday, August 18, to pick up your supply kit. If you did not pre-purchase a supply kit, a vendor will be on site during Open House.

LOOKING FORWARD
1. Stay up to date with what’s happening at school. Read our bi-weekly digital SoANow newsletter, sent to your UM email.
2. Set up your studio space during Open House.
ADVISERS
We believe our students are most successful when they take ownership of their futures and schedule their own classes. Advisors can provide information about University requirements and opportunities; however, the advising process promotes and fosters autonomy. You will choose classes based on your individual interests, goals, and passions. You will have an opportunity to discuss majors, minors, and degree requirements when you arrive.

An advisor will contact you once you have completed the registration steps below and enroll in courses.

REGISTRATION STEPS
1. Read UM’s New Student Registration Guide at miami.edu/newstudentregister.
2. Complete the ALEKS Math Placement Assessment at miami.edu/aleks.
3. Go to our New Student website, as.miami.edu/register, and review the College of Arts and Sciences Registration Guide at as.miami.edu/freshmanguide for
   • requirements for your major and suggested courses.
   • proficiencies for English composition, math, computing, statistics, and languages.
4. Review the Majors and Minors booklet at miami.edu/as/majorsbooklet.
5. Complete and send the New Student Information Worksheet found at as.miami.edu/freshmanguide to fys@miami.edu.
6. Register for classes in CaneLink. We recommend enrolling in a total of 15 credit hours.
7. Arrange for official test result reports for any AP, IB, or CLEP exams you took to be sent directly from the testing agency to the Office of Undergraduate Admission.
8. After you have completed your registration, email fys@miami.edu to let us know.
9. Check your UM email. Your advisor will review your worksheet and course selections and contact you with any changes by July 31.

LOOKING FORWARD
Advisors will be assigned in CaneLink in August. At ‘Cane Kickoff, you will have the opportunity to meet the dean and your academic advisors. Set up an appointment with an advisor to review your schedule and learn about the requirements for your major, minor, and degree.

Once the semester begins, advisors will be available by appointment or on a walk-in basis.

The Center for Freshmen Advising is always available to first-year students. Please visit as.miami.edu/fysadvising for more information.
School of Business Administration

Merrick Building, Room 104  
5202 University Drive  
Coral Gables, FL 33146  
305-284-4641  
newfreshman@bus.miami.edu

ADVISING
We believe successful students are active participants in their futures. At the School of Business Administration, our registration advisors are here to help you think through your choices, understand the registration process, and prepare for classes in the fall. You will have all the information you need during the registration process to review your requirements, enroll in classes, and take ownership of your classes and schedule.

Academic advisors will take walk-ins for the first two weeks of the fall semester, from August 21 through September 1. Beginning September 5, academic advisors will be available Monday through Friday, by appointment in umiami.gradesfirst.com or on a walk-in basis from 9:00 a.m. – 3:30 p.m.

REGISTRATION STEPS
1. Contact Registration Advisor Jeanne Batridge at jbatridge@miami.edu or 305-284-4643. She will review your transfer work and make recommendations for your fall schedule.
2. Place your course selections into your CaneLink Shopping Cart. Validate your choices.
3. Register for your course selections at your appointed date and time as indicated in CaneLink.

LOOKING FORWARD
At orientation, you will have the opportunity to meet with your assigned academic advisor. There will be a transfer student meeting on August 18.

Check your UM email. The advisor will contact you with further instructions. The registration advisor is available for any questions and assistance you may require.
School of Communication

5100 Brunson Drive
Wolfson Building, Room 2037
Coral Gables, FL 33146
305-284-5234
communication@miami.edu

ADVISING

Transfer students starting in Fall 2017 should schedule a phone appointment with our receptionist at 305-284-5234 or communication@miami.edu.

During your advising appointment, we will review your transfer work and determine which courses are applicable to your major and other requirements. Some courses for your major may require further evaluation by a department chair or faculty advisor. We will also assist you in selecting classes and removing your advising hold.

If you are taking courses over the summer or if your transfer credits are incorrect in CaneLink, it is your responsibility to notify your advisor. Your final transcript must be received by the Office of Undergraduate Admission by December 2017.

Academic advisors will meet with walk-ins for the first two weeks for the fall semester, **August 21 through September 1**. Starting on **September 5**, academic advisors will be available by appointment only Monday through Friday, 9 a.m. - 4 p.m. Book your appointment on umiami.gradesfirst.com or visit our office located in Wolfson Building 2037.

REGISTRATION STEPS

1. Read UM’s New Student Registration Guide at miami.edu/newstudentregister.
2. Complete the ALEKS Math Placement Assessment at miami.edu/aleks.
3. Review the school’s New Student Registration Guide at com.miami.edu/new-students. The guide recommends courses for each major.
4. Register for classes in CaneLink.
5. Once registered, your advisor will review your schedule and will contact you by **July 31**.

Advertising, Broadcast Journalism, Journalism, and Public Relations
Marilyn Gonzalez, mcastano@miami.edu

Communication Studies, Electronic Media, Media Management, and Motion Pictures
Eva Alonso, eva.alonso@miami.edu

Undeclared
Eva Alonso, eva.alonso@miami.edu
Marilyn Gonzalez, mcastano@miami.edu

LOOKING FORWARD

At ’Cane Kickoff, you will have the opportunity to meet the dean, get to know your fellow students, and talk to your academic advisor about your interests, courses to take, and general education requirements.
School of Education and Human Development

Merrick Building, Room 312
5202 University Drive
Coral Gables, FL 33146
305-284-3711
gfastorini@miami.edu

ADVISING

We believe our most successful students own their education — their classes, their opportunities, and their schedule. While our advisors are here to answer your questions, you will have all the information you need during the registration process to review your degree requirements and select your classes.

Once you have completed your registration, our advisors will personally review your selections and confirm your choices by July 31.

Academic advisors will take walk-ins for the first two weeks of the fall semester, August 21 through September 1.

Beginning mid-September, academic advisors will be available by appointment Monday through Friday, 9 a.m. – 4 p.m. Email your advisor to schedule this appointment after September 1.

REGISTRATION STEPS

1. If you do not have college credit for a math class, take the ALEKS Math Placement Assessment at miami.edu/aleks to determine appropriate math level.

2. Contact the advisor for your major and schedule an appointment (in person or over the phone) by emailing the advisor directly or calling the school at 305-284-3711.

   Educational and Psychological Studies and Teaching and Learning
   Dr. Gina Astorini, gfastorini@miami.edu

   Athletic Training and Exercise Physiology
   Jacqueline Moreno, jxm1830@miami.edu

   Sport Administration
   Genene Applewhite, gpa6@miami.edu

   After your initial advising appointment, your advisor will lift the advising hold.

3. Register for the courses you have discussed with your advisor.

LOOKING FORWARD

At 'Canes Kickoff, you will have the opportunity to meet your dean, academic advisors, and fellow students; schedule a session with your advisor; and create a four-year Course Advising Plan (CAP) based on your interests, major(s) and minor(s), and general education requirements.
Our experienced advisors are instrumental in creating a learning community — a place where our students work together to achieve excellence.

As an incoming student in the College of Engineering, you will be placed in the IMPACT (Integrated Mathematics, Physics, and Chemistry/Communication Track) Program. Classes are selected by your advisor, and you take all or most of your classes with other engineering students. Our unique registration process brings students together to work through their prerequisite courses and support each other as they transition to college life.

Our advisors are available throughout the summer at advising@eng.miami.edu or at 305-284-3100, Monday – Friday, 10 a.m. – 4 p.m.

Advisors will take walk-ins for the first two weeks of the fall semester. August 21 through September 1. Beginning September 5, advisors will be available Monday through Friday, 10 a.m. – 4 p.m. by appointment.

REGISTRATION STEPS

1. Read UM’s New Student Registration Guide at miami.edu/newstudentregister.
2. If you did not take calculus at your previous institution, complete the ALEKS Math Placement Assessment at miami.edu/aleks.
3. Send all official transcripts, including AP, IB, GCE, and dual enrollment information, directly to the Office of Undergraduate Admission.
4. Once your credits are in CaneLink, arrange to meet with an advisor over this summer.
5. When you come to the University, remember to bring a catalog from all the schools you have previously attended. This is needed for faculty to evaluate the courses you have taken and to determine if they are equivalent to the courses at UM.
6. Attend the College of Engineering Dean’s Meeting on August 16.
7. If you are not registered for classes before then, you can register on August 16 or 17.

LOOKING FORWARD

At ‘Cane Kickoff, you will have the opportunity to meet the dean, speak with academic advisors, and get to know your fellow students.

College of Engineering
1251 Memorial Drive
Coral Gables, FL 33146
305-284-2404
Advising: 305-284-3100
advising@eng.miami.edu
Monday – Friday, 10 a.m. – 4 p.m.
Rosenstiel School of Marine and Atmospheric Science

Ungar Building, Room 210
1365 Memorial Drive
Coral Gables, FL 33124
305-284-2180
marsci@miami.edu
Monday – Friday, 9 a.m. – 4:30 p.m.

ADVISING

Every semester is an opportunity to own your education, your classes, your schedule, your success — and our advisors are here to help you along the way. Academic advisors will take walk-ins for the first two weeks of the fall semester, August 21 through September 1. Beginning September 5, advisors will be available to see you during their advertised office hours.

Email marsci@miami.edu to arrange an advising appointment. The advisor will discuss the courses you have taken and those required for your major to determine the best curriculum for you.

The Marine Science Office is available to assist you and answer your questions Monday through Friday, 9 a.m. – 4 p.m. on a walk-in basis or by appointment.

REGISTRATION STEPS

1. Read UM’s New Student Registration Guide at miami.edu/newstudentregister.
2. Review your degree requirements at bulletin.miami.edu.
3. Send an electronic copy of any AP, IB, GCE scores and all college transcripts to marsci@miami.edu.
4. Arrange for official test result reports for any AP, IB, or CLEP exams and transcripts to be sent directly to the Office of Undergraduate Admission.
5. Email marsci@miami.edu to schedule a registration appointment. You will need to attach syllabi or detailed descriptions for all math, science, and English courses previously completed.
6. Only if recommended by the advisor, complete the ALEKS Math Placement Assessment at miami.edu/aleks.
7. Place your course selections into your CaneLink Shopping Cart.
8. Enroll in the courses recommended for your major.

LOOKING FORWARD

Our office will review your class schedule and email you with any recommended changes.

At ’Cane Kickoff, you will have the opportunity to meet the dean, speak with academic advisors, and get to know your fellow students.
Frost School of Music

Frost School of Music Undergraduate Studies Office
1314 Miller Drive, PLF 108 N
Coral Gables, FL 33146
305-284-6920
smoore@miami.edu
Monday through Friday, 8:30 a.m. – 5 p.m.

ADVISING

As a new student in the Frost School, you must complete registration before orientation. Further instructions, including your individualized transfer advising email and the Frost Course Registration Guide, will be emailed to you in late June 15.

The Frost Course Registration Guide will introduce you to our innovative curriculum while walking you through the registration process. If you qualify to place out of a course due to audition results, test scores, or transfer credits, you will have the opportunity to revise your schedule during orientation in August. You will enroll in the courses specified in your transfer advising email, as opposed the Frost Course Registration Guide. This is to ensure that you do not register for courses that you have already transferred in.

If you have questions regarding registration, contact Senior Academic Advisor Katie Bessemer at k.bessemer@miami.edu.

REGISTRATION STEPS

1. Read UM’s New Student Registration Guide at miami.edu/newstudentregister.
2. Complete the ALEKS Math Placement Assessment at miami.edu/aleks.
3. Respond to the Keyboard Studies Self-Evaluation email before June 1.
4. UM equivalencies are assigned in CaneLink for music credit(s) by June 15. All transcripts must be submitted by the end of May in order for equivalencies to be assigned.
5. A transfer advising email will be sent to you by mid-June detailing what courses you will need to enroll in for Fall 2017.
6. Place the recommended courses into your CaneLink Shopping Cart and enroll.
7. Once Spring 2017 and Summer 2017 transcripts are processed, your plan of study will be revised to exclude courses taken at a prior institution.
8. You will meet with your assigned advisor during Frost orientation.

LOOKING FORWARD

The Frost School of Music Undergraduate Studies Office will review your schedule after enrollment and recommend any changes. A hold will be placed on your CaneLink account after your schedule is approved.

At orientation, you will have the opportunity to meet the dean, review your fall schedule with your assigned advisor, and complete any required auditions or placement examinations.

The results of the theory assessment taken during your audition will be sent to you separately. The Keyboard Studies Placement Exam is optional, and will determine if you are placed into Keyboard Studies Level I-IV. Classical, contemporary, and jazz keyboard students will not need to take the Keyboard Studies Placement Exam.

After orientation, advising appointments with Katie Bessemer may be scheduled at umiami.gradesfirst.com. Email your individual advisor for information about their preferred method of scheduling. The Undergraduate Studies Office accepts walk-in appointments for general inquiries Monday through Friday, 8:30 a.m. – 5 p.m.
School of Nursing and Health Studies

5030 Brunson Drive, Room 142
Coral Gables, FL 33146
305-284-4325
sonhs@miami.edu

ADVISING

Every semester brings you one step closer to graduation and you should own every part of the journey. From registration to graduation planning, we want you to take charge of your education. The process below will help you understand your degree requirements and select your courses.

If you are transferring directly into the BSN clinical courses, you will be registered automatically by our office once you pay your UM and School of Nursing admission deposit. Otherwise, follow the steps below to register for your first semester schedule.

REGISTRATION STEPS

1. Read UM’s New Student Registration Guide at miami.edu/newstudentregister and complete the ALEKS Math Placement Assessment, if applicable, at miami.edu/aleks.

2. Visit sonhs.miami.edu/arf to complete and submit the School of Nursing and Health Studies Academic Reference Form (ARF) by June 1.

3. Call the Office of Student Services at 305-284-4325 to schedule a registration appointment. Appointments can last up to an hour and a half. The academic advisors will review your records and help you register.

May 30 is the last day to change your degree or major through the Office of Undergraduate Admission. Any changes after this date must go through the School of Nursing and Health Studies.

Though you may register through August, we recommend doing so by June 30 so as not to delay your billing or our advisors’ ability to review your schedule.

LOOKING FORWARD

At ‘Cane Kickoff, you have the opportunity to meet the dean, your academic advisors, and your fellow classmates by August 18. You’ll also create the draft of your graduation plan and schedule a one-on-one advising session, if needed.

Throughout your undergraduate career, the academic advisors in the Office of Student Services will be available on a walk-in basis Monday through Friday, 9 a.m. – 3:30 p.m.
Living at the U
On-Campus Housing

While transfer students are not required to live on campus, housing is provided on a space available basis in one of three upperclassmen residential colleges. Learn more about on campus housing options at miami.edu/housing.

APPLY ON CANELINK: Access the application under UM Housing. You can also view a sample housing agreement, an application tutorial, and the housing rates for the coming year at miami.edu/housing.

MAKE YOURSELF A PRIORITY: Students who apply early receive greater priority for selecting single rooms, making room changes, and receiving earlier room selection appointment times for future academic years.

PREPAY TODAY: You will be required to submit a $500 prepayment via credit card as part of the application process. You will also have to select a meal plan at the same time. The prepayment will be applied to your University student account.

FIND A ROOMMATE: The housing application process includes a section where you can complete a roommate profile by answering a series of questions about your lifestyle preferences, academic and social pursuits, and other roommate–related topics. If you would like to join the roommate search process, you’ll be assigned a username and asked to provide a brief description of yourself. The program then suggests potential roommates based on your profile responses.

See someone you like? Email them. The initial deadline to confirm each other as roommates is May 15 but, if you have not already done so, you can still submit a mutual request to the Department of Housing and Residential Life at housing@miami.edu.

Visit the Housing and Residential Life website for more information, including what to bring to campus, fees and rates, and other housing services at miami.edu/housing.

OFF-CAMPUS HOUSING: The Department of Housing and Residential Life has a number of resources to assist transfer students who have the option of living off–campus, including an off–campus guide and a searchable online database. miami.edu/offcampus.
Meal Plans

**Students living on campus** must purchase a meal plan as a part of their housing contract. Students who do not choose a meal plan during their housing enrollment will automatically be signed up for the unlimited meal plan. The deadline for meal plan enrollment is **June 15**.

In CaneLink, under Housing, select “Housing Application Process.” Step 10 provides an option for choosing a meal plan. Students can select/change a meal plan up until one week after classes begin.

If you wish to increase your meal plan after that date, select “Meal Plan Change Request” under Dining Services to email the department. Please provide your name and student number, along with your current and new “Meal Plan Change Request”.

**Students living off campus** may choose from any of the resident meal plans as well as any of the meal plans specifically designed for commuters. Meals and declining balance remaining at the end of the fall semester will roll over to the spring, but will expire at the end of the spring semester.

In CaneLink, under “Dining Services”, select “Add Block Meals” to email Dining Services. Please provide your name, student number, and meal plan choice.
Transfer Students
At the University of Miami, we understand that our transfer students have unique needs. That’s why we created a number of resources just for you. Learn more about support services specifically for transfer students, including Transfer Assistants at miami.edu/transferinvolvement.

TRANSFER ASSISTANTS (TAs): Your TA is here to help you with any questions or concerns you may have as you transition into the UM community. You will learn who your TA is during ‘Cane Kickoff.

PARKING AND TRANSPORTATION: Check your email throughout the summer for information about parking on campus. Visit miami.edu/parking for additional information regarding parking rates, campus shuttles, public transit, carpooling, and UBike.

Campus Safety and Security
1. Update your emergency contact information. Keep your emergency contact numbers up to date to ensure timely awareness of campus safety notifications. In CaneLink, select “Go to Student Center” then “Personal Information” and finally select the Emergency Contact hyperlink to edit.

2. Have your computer marked for safety. The University of Miami Police Department (UMPD) will mark any student’s property to aid in recovery in the event it is lost or stolen. Typical items that can be marked include smartphones, tablets, laptops, bookbags, and textbooks.
   To make an appointment to have your computer marked, call 305-284-1105.

3. Register your bike (it’s mandatory). Get a free lock when registering your bike on the first floor of the Flipse Building. If your bike is lost or stolen, UMPD can help locate and return your bicycle. miami.edu/bikeregister.

4. Download UGuardian. The free safety app has options for virtual safety escorts and one-touch button to call UMPD or 911. Visit miami.edu/uguardian under the Services and Programs tab to download.

5. Save the following phone numbers to your phone before you arrive on campus:
   - 305-284-6666 Uniformed UMPD employees are available as Safety Escorts 24/7. Call from your phone or from any blue light phone.
   - 305-298-6128 Safe Ride provides rides from residential areas around campus 10 p.m. to 3 a.m., Sunday through Thursday.
   - 305-284-1105 UMPD Crime Prevention Office
   - 305-284-3096 Parking and Transportation

6. Familiarize yourself with campus emergency preparedness information and resources at prepare.miami.edu.

University of Miami Police
Coral Gables Campus
EMERGENCY 911
Non-Emergency
305-284-3152
305-284-6666 TDD
If there is a telecommunication failure, use 305-284-8436
Disability Services

Accommodations must be requested through ODS prior to June 1 for the fall semester and prior to December 1 for the spring semester. Accommodations for summer and intersession courses must be submitted 6 weeks prior to the first day of classes. These deadlines are in place to provide sufficient time to review information and allow for the coordination of any granted accommodations prior to the first day of class. All requests are processed in the order that they are received. Longer delays will apply for incomplete documentation. Requests for accommodations received after the deadline will be processed for the next regular term semester.
**Health Insurance**

All full-time students are required to have comprehensive health insurance coverage, whether it be through the University’s plan or a personal plan. You must choose to accept or waive the University plan coverage and fee as soon as possible and no later than **July 25**.

Domestic students can waive the University sponsored insurance via the United HealthCare waiver portal at [studentcenter.uhcsr.com](http://studentcenter.uhcsr.com). You or your designee will need your student ID (C#), date of birth, and insurance information in order to submit a waiver request. Please be sure to select the annual 2017-2018 waiver form. You will receive a waiver approval or denial (if we are unable to confirm insurance coverage) from waiverstatus@uhcsr.com within five business days of waiver submission.

**International students** must purchase the medical insurance offered through the University of Miami at the time of registration unless they provide proof of agency or government sponsor coverage that has been reviewed and approved by the University Student Health Center prior to registration. The annual premium for this coverage is added to each student’s fees.

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**Immunizations and Health Records**

All students are required to complete and present proof of immunization no later than **August 25**.

1. Visit [miami.edu/immunizations](http://miami.edu/immunizations) to print out the form and have your medical provider complete an immunization compliance form.
2. Log in and enter all immunization information at [mystudenthealth.miami.edu](http://mystudenthealth.miami.edu) for verification.
3. Upload the completed immunization form to [mystudenthealth.miami.edu](http://mystudenthealth.miami.edu). If you plan to live on campus, you will also be asked at the completion of the upload to document that you have received or were informed of the hepatitis and meningococcal meningitis immunizations.

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**Alcohol and Drug Education**

All incoming students are required to complete Campus Clarity: Think About It, UM’s two-part course on alcohol, drug, and sexual misconduct education. Failure to complete any portion of the courses will result in your inability to register for spring courses.

Links to each part will be emailed to your UM email address from admin@campusclarity.com. If you do not receive the link, email alcohol.pier21@miami.edu from your UM email address for access.

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For detailed information, visit [miami.edu/healthinsurance](http://miami.edu/healthinsurance) and the Student Health Center’s page at [miami.edu/newstudenthealth](http://miami.edu/newstudenthealth).

For more information on immunizations, visit [miami.edu/immunizations](http://miami.edu/immunizations).

For more information regarding Campus Clarity: Think About It, email alcohol.pier21@miami.edu or visit [miami.edu/pier21](http://miami.edu/pier21).
Bills and Payments
You can pay your tuition invoice through CaneLink. Failure to pay your balance due or submit your Financial Guarantee Letter prior to the **August 1** deadline will interfere with your ability to move into on-campus housing in the fall and may result in the cancellation of your enrollment at the University.

In CaneLink, under the Finances tab, you can pay your balance, view your account details, and accept/decline your financial aid awards.

**THE MONTHLY PAYMENT PLAN** (MPP) allows you to divide your educational expenses into four convenient monthly payments per semester. MPP participants may budget their tuition, fees, on-campus housing, and meal plan expenses as a part of their regular monthly payments during the fall and spring semesters. Participants are billed in equal monthly installments once the MPP enrollment has been completed. A non-refundable 3 percent administration fee is charged and added on to the monthly payments.

Be sure to finalize financial aid requirements early and to ensure that all charges are part of your balance before signing up for the MPP. Payments can be submitted online via e-check or credit card after the MPP enrollment is completed (there is a 2.5 percent surcharge for credit card transactions). You can also make payments at the cashier’s window (Student Account Services 1252 Memorial Drive, Coral Gables, FL 33146) or mail a personal check to:

- University of Miami
- Monthly Payment Plan
- P.O. Box 249146
- Coral Gables, FL 33124-4610

**DIRECT DEPOSIT FOR STUDENT REFUNDS** means you don’t have to wait for your refund check to arrive in the mail. You can have your refunds deposited directly into your checking or savings account.

Students may sign up for direct deposit of their student refund checks via CaneLink, under the Finances section. Simply select “Enroll in Direct Deposit” from the drop-down menu and confirm your selection. Only U.S. bank accounts can be used for this service.

**FINANCIAL GUARANTEE LETTER:** If your tuition is paid by a third-party or government sponsor, you must submit a Financial Guarantee Letter to [thirdparty.osas@miami.edu](mailto:thirdparty.osas@miami.edu). A third-party sponsor refers to any organization that formalizes a contract with the University and provides a guarantee letter assuming financial responsibility for a student’s or group of students’ tuition and fees. Students must provide the Office of Student Account Services with an updated Financial Guarantee Letter from the sponsor prior to the beginning of each semester and before the payment due date. It is recommended to submit the Financial Guarantee Letter at least two weeks before the payment due date.

**FLORIDA PREPAID:** If you would like your Florida Prepaid funds to be applied to your cost of attendance, submit the authorization form available at [miami.edu/fpp](http://miami.edu/fpp) to the Office of Student Account Services immediately.

**TUITION REMISSION:** Eligible dependents of University employees may receive tuition benefits based on the length of time of employment. Visit [miami.edu/benefits](http://miami.edu/benefits) for eligibility and requirements.
Financial Aid

Students who have applied for financial assistance are eligible to be considered for need-based aid. To ensure your financial aid applications are proceeding:

1. **View and complete your pending To-Do items in CaneLink.** You cannot receive financial assistance until all requested documentation is received and reviewed by the Office of Student Financial Assistance and Employment (OSFAE).

2. **Check your UM email often for award notifications** or requests from OSFAE.

3. **View your financial assistance awards in CaneLink** by selecting “Go to Student Center” and then “View Financial Aid.”

4. **Accept/decline all or any portion of your awards and loan offers** in CaneLink.

5. **Confirm Terms and Conditions** for financial assistance at [miami.edu/terms](http://miami.edu/terms).

6. **Finalize your registration plans by September 6 (census date)** to avoid disbursement issues due to insufficient enrollment. Students must be enrolled in a minimum of 12 credits to ensure that financial assistance is processed.

7. **Notify OSFAE** of any outside resources you will receive, such as outside scholarships and veteran’s benefits. Email the information to ofas@miami.edu.
Veterans

Veterans or dependents of veterans are entitled to V.A. educational benefits under Chapters 30, 31, 33, 35, and 1606. Contact UM’s V.A. Certifying Official at veterans@miami.edu or 305-284-2294 by August 1. Veterans benefits may be considered as a resource when determining eligibility for need-based institutional assistance. Contact a financial aid advisor at 305-284-6000 (option 2) for additional information.

Student Employment

Federal law requires that all new student employees complete an I-9 form and present supporting documentation to verify their identity within three business days of their first day of work.

Examples of acceptable documentation include either a valid U.S. passport OR driver’s license AND a social security card or birth certificate.

A complete list of acceptable documents is available at miami.edu/ose.

To find a job, follow the easy steps found on your CaneLink account under the Student Employment section. Job postings are updated daily in the system.
Orientation & Arrival
'Cane Kickoff

All new students must attend 'Cane Kickoff, the mandatory five-day orientation for incoming undergraduate first-year and transfer students. A schedule will be posted online in early August. Visit miami.edu/orientation.

'Cane Kickoff Fall 2017 will take place on:

- **August 16 – 20** for incoming undergraduate first-year and transfer students
- **August 16 – 17** for families of first-year and transfer students

New students will have access to the registration system by following the prompts through CaneLink as soon as the enrollment deposit is paid. To register, select the Orientation Registration link. Students may add information for parents and family members who intend to participate in the optional programming provided. You will receive a confirmation email once you submit all of your information.
Arrival and Move-In

When you arrive on campus for 'Cane Kickoff, there are five key things you'll need to do:

1. **Check in for 'Cane Kickoff** at the Shalala Student Center on August 15 or 16. All new first-year, international, and transfer students must check in upon arrival. Family members should also check in at this time.

2. **If you will be living on campus, check in to your residential college** by following the steps mailed to your permanent address in June. Specifics can also be found at miami.edu/housing.

3. **Pick up your 'Cane Card.** Your 'Cane Card is the official on-campus identification card at UM. New students living in Eaton, Hecht, or Stanford Residential College will have their 'Cane Card picture taken and receive it when checking in for housing. All other students living on campus or off campus will take their 'Cane Card picture and receive it at the University Center on August 15 or 16. All students are required to carry their 'Cane Card for identification purposes while on campus. The 'Cane Card can also be used to:
   - access buildings, including residential areas, library, and wellness center.
   - borrow books from the library.
   - access athletic events.
   - pay for food at various dining locations on campus.

4. **Review all To-Do items in CaneLink and/or the Road to UM** to ensure there are no outstanding tasks before classes begin.

5. **Confirm you have arrived on campus.** Follow the link to the arrival confirmation form in your CaneLink To-Do list.
International Students

Visa and Entry
For detailed instructions on applying for an F-1 or a J-1 visa to enter the U.S., visit miami.edu/visaapp.

Please note: U.S. consulates will increase the screening of visa applicants and restrict the number of visa appointments held each day. Longer waits for interview appointments and for passports with visas to be returned after the interview are likely. Please take this into consideration when making plans to apply for an F or J visa. For detailed information on how to apply for an F or J visa and approximate wait times for visa interviews and visa application processing, visit the U.S. Department of State’s website at state.gov.

I-20 (F-1) OR DS-2019 (J-1) ISSUANCE:
Scan a copy of the first page of your passport and your bank or government sponsorship letter (financial guarantee) stating the availability of $69,087 U.S. dollars per year. To view a sample bank letter, visit miami.edu/bankletter. Email copies of both documents to mydocuments@miami.edu for issuance of an I-20 or DS-2019 to apply for a student visa.

MAKING INTERNATIONAL PAYMENTS TO UM:
UM has partnered with Flywire to provide an easy and secure method for international students to pay tuition and fees. Flywire allows you to track your payment from start to finish, and provides 24/7 multilingual customer service. For more information, select “International Payment” in your CaneLink payment options.

SEVIS FEE AND STUDENT VISA:
Review your I-20 (F-1) or DS-2019 (J-1) forms. Contact the Department of International Student and Scholar Services at isss@miami.edu immediately if there are any errors on your I-20 or DS-2019 form.

Pay your I-901 SEVIS fee at fmjfee.com. Print the fee receipt as proof of payment and take it with you to your visa appointment and when you travel to the U.S.

Apply for a student visa to enter the U.S. (citizens of Canada and Bermuda are exempt). Student visas cannot be obtained in the U.S.

ENTERING THE U.S.:
Note: Students transferring from another college or university in the United States (item 3 on UM I-20 states “Transfer pending from...”) are not subject to the 30-day arrival limitation and may re-enter the U.S. at any time with a valid F-1 Visa and UM I-20. Under these circumstances, students are not required to obtain a new F-1 Visa if traveling and re-entering the U.S., provided the current F-1 Visa is still valid, and are not required to pay the SEVIS fee again.

When traveling to the U.S., carry your original Form I-20 or DS-2019 along with your passport, visa, and I-901 SEVIS fee receipt. Do not put these documents into your checked luggage.

Present your documents to a U.S. Customs and Border Protection officer at the U.S. port of entry when you arrive. You may arrive no earlier than 30 days before the start date listed on your Form I-20 or DS-2019 form.

INTERNATIONAL STUDENT ORIENTATION (August 15) is designed to provide international students with information that will assist in their transition to living and studying in the U.S. For more information, visit miami.edu/isss.
Important Dates & Deadlines
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 1</td>
<td>Fall 2017 tuition payments due</td>
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<tr>
<td>August 1</td>
<td>First payment for Monthly Payment Plan is due</td>
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<tr>
<td>August 15</td>
<td>International Student Orientation</td>
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<tr>
<td>August 16-20</td>
<td>'Cane Kickoff</td>
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<tr>
<td>August 21</td>
<td>CLASSES BEGIN</td>
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<tr>
<td>August 25</td>
<td>Release of initial refunds for eligible students</td>
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<td>August 26</td>
<td>Orientation Outreach</td>
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<tr>
<td>August 30</td>
<td>Last day for registration and to add a course</td>
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<tr>
<td>September 1</td>
<td>Second payment for Monthly Payment Plan is due</td>
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<tr>
<td>September 4</td>
<td>Holiday (Labor Day)</td>
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<tr>
<td>September 6</td>
<td>Last day to drop a course without a “W”</td>
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<tr>
<td>September 6</td>
<td>Last day to make a change in credit-only designation</td>
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<tr>
<td>September 21-24</td>
<td>FAMILY WEEKEND</td>
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<tr>
<td>October 1</td>
<td>Third payment for Monthly Payment Plan is due</td>
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<tr>
<td>October 12-15</td>
<td>FALL RECESS</td>
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<tr>
<td>October 23</td>
<td>Last day to drop a course</td>
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<tr>
<td>October 23</td>
<td>Registration appointments for Spring 2018 available on CaneLink</td>
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<tr>
<td>October 27-November 4</td>
<td>HOMECOMING WEEK</td>
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<tr>
<td>November 1</td>
<td>Fourth payment for Monthly Payment Plan is due</td>
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<tr>
<td>November 6</td>
<td>Registration for Spring 2018 begins</td>
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<tr>
<td>November 18-26</td>
<td>THANKSGIVING RECESS</td>
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<tr>
<td>December 5</td>
<td>CLASSES END (11:00 p.m.)</td>
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<tr>
<td>December 5</td>
<td>Deadline to complete UMX online course</td>
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<tr>
<td>December 6</td>
<td>Reading Day</td>
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<tr>
<td>December 7-13</td>
<td>Final Exams</td>
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<td>December 14</td>
<td>Housing closes for the winter break</td>
</tr>
<tr>
<td>December 20</td>
<td>Final grades available to students in CaneLink</td>
</tr>
</tbody>
</table>

*Dates subject to change.
Contacts

Auxiliary Services (Dining)
305-284-3584
diningservices@miami.edu
miami.edu/dining

Dean of Students (PIER 21)
305-284-5353
alcohol.pier21@miami.edu
miami.edu/pier21

Disability Services
305-284-2374
disabilityservices@miami.edu
umarc.miami.edu

Housing and Residential Life
305-284-4505
housing@miami.edu
miami.edu/housing

International Student and Scholar Services
305-284-2928
isss@miami.edu
miami.edu/isss

Orientation and Commuter Student Involvement
305-284-5646
orientation@miami.edu
miami.edu/orientation
miami.edu/csi

Registrar
305-284-2294
registrar@miami.edu
miami.edu/registrar

Student Account Services
305-284-6430
saccounts@miami.edu
miami.edu/osas

Student Financial Assistance and Employment
305-284-6000
ofas@miami.edu
miami.edu/osfae

Student Health Services
305-284-9100
studenthealth@miami.edu
miami.edu/newstudenthealth

UMIT Service Desk
305-284-6565
itsupportcenter@miami.edu
miami.edu/it

Undergraduate Admission
305-284-4323
admission@miami.edu
miami.edu/admission