



MIAMI CIRCLE

VOLUNTEER HANDBOOK





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Welcome!

Thank you for your interest and willingness to support our recruitment efforts at the University of Miami. Your involvement with the Miami Circle program is very important to us, and we are excited to work with you! The University of Miami continues to be popular among prospective students with more than 40,000 first-year applications submitted for Fall 2020! With that said, the University needs your help more than ever. Each year, the higher education market becomes more competitive, making your help in identifying and connecting with strong students a vital part of our recruiting efforts.

This handbook is designed to serve as an introduction to the admission process and the University's recruitment efforts. It will also provide you with the necessary training information for your volunteer involvement, including tips for college fairs and expectations for staffing on or off campus events. It is important to take time to review these materials to be prepared to answer the questions you will encounter from prospective students and families.

On behalf of the Office of Undergraduate Admission, I cannot fully express how much we appreciate your enthusiasm and commitment to UM and our student recruitment efforts. I hope you find your experience rewarding and fun. Enjoy yourselves as you remember, reconnect, and recruit for the University of Miami! Should you need any additional information, please feel free to contact us at miamicircle@miami.edu.

Go 'Canes!

Responsibilities of Miami Circle Members

Miami Circle members are University of Miami alumni and parents of both current students and alumni who volunteer to participate in recruitment activities in partnership with the Office of Undergraduate Admission.

Miami Circle is organized by geographic region in various areas of the United States. A Regional Chair will be appointed to serve as the contact person within their area and act as a liaison to the Office of Admission. Regional Chairs will help to coordinate recruitment activities, member meet-ups, and other events taking place in that area.

Miami Circle activities include:

- Representing the University of Miami at college fairs, either assisting admission staff or on your own
- Assisting admission staff at both on-campus and off-campus events
- Assisting the University in identifying and recruiting a diverse student body
- Meeting with admitted students to welcome them to the UM Family
- Other activities depending on interest level

➤ Parents of students applying to the University of Miami this year are not eligible to be Miami Circle Members.

NACAC CODE OF ETHICS AND PROFESSIONAL PRACTICES

As a member of the National Association of College Admission Counselors (NACAC), the University of Miami follows the Code of Ethics and Professional Practice in College Admission and Recruitment. The following excerpts outline principles relating to volunteer participation in student recruitment activities.

Colleges and universities agree that they will:

- Accurately represent and promote their schools, institutions, organizations, and services.
- Not use disparaging comparisons of secondary or postsecondary institutions.
- Not offer or accept any reward or remuneration from a secondary school, college, university, agency, or organization for placement or recruitment of students.
- Be responsible for compliance with applicable laws and regulations regarding students right to privacy.

On-Campus Events

Open houses are held throughout the year for both prospective and admitted students and their families on the University of Miami campus. During these programs, students can participate in an opening session, attend an academic interest session highlighting the opportunities at one of our nine schools and colleges, and attend Showcase the U, a college fair-style event where various UM

departments host a table for students and their families to gather information and ask questions.

The Miami Circle member's main duties include registration, greeting guests, and sharing UM experiences. Some of these on campus events include **South Florida Family Day**, **Preview the U**, and **Future 'Cane Day** (admitted students only).

Off-Campus Events

Off-Campus events are hosted either by the University of Miami or by high schools throughout the year for both prospective and admitted students and their families. Some of these off-campus events include Admitted Student Regional Receptions and college fairs.

Admitted student receptions are held in major cities across the United States between March and April and are by invitation only for admitted students. Miami Circle members in these areas are encouraged to attend to welcome admitted students to the UM Family.

College Fairs

The Office of Undergraduate Admission has already taken care of the registration and fees (if applicable) for all college fairs you sign up to attend online. Once you have signed up to cover an event, you will receive a confirmation email, which will include date, time, and location details in addition to directions and parking instructions, if applicable.

If you are unable to attend a confirmed program, please contact the Office of Undergraduate Admission as soon as possible at miamicircle@miami.edu. A “no show” at this type of program is detrimental to the University’s credibility and reputation.

SHIPPING UM MATERIALS

A copy of the fair invitation and necessary recruitment materials will be sent via FedEx and arrive at the address provided. When more than one Miami Circle member is attending a fair, UM materials are only sent to one member. This will be indicated in the confirmation email you receive.

ATTIRE

Miami Circle members are expected to wear business casual attire to all college fairs. If you have a UM polo shirt, feel free to wear it with khakis. If not, wearing nice pants and a button-down shirt or blouse is acceptable. Also, don’t forget your Miami Circle name tag. If you need a new name tag, request a

new one at miami.edu/miamicircle, and it will be sent to you as soon as possible.

FAIR STYLE

You are usually assigned a table (typically in a gym or cafeteria) for students to browse, pick up marketing materials, and fill out inquiry cards. Students and/or parents will ask questions ranging from majors and programs to campus life to the admission process.

ARRIVAL

Plan to arrive at the college fair site at least 45 minutes before the start of the fair. This should give you enough time to find parking, check in with the host organization, and set up your table. Please bring your shipment of UM materials (including the table banner, pens, and brochures) to display on your table. If there is a dinner scheduled prior to the fair, please plan to arrive in time for dinner. You will have time to set up your table after dinner and before the fair begins.

HOW TO SET UP YOUR TABLE

When arriving at a college fair, the first thing you will do is lay out your UM table banner. During the college fair, you are required to stand behind the table per the NACAC Code of Ethics and Professional Practices. A listing of these rules can be found on page 2 of this manual.

Depending on the college fair, your shipment will include a combination of the following materials:

- **Travel Brochures:** These are the brochures that give an overview about admission, financial aid, fast facts, majors, etc. You will be referring to these a lot when talking with students and families.
- **Inquiry Cards:** These cards gather students’ information. Please make sure each student you encounter completes an inquiry card. Be sure to keep all completed cards after the fair.
- **Pens:** Students will need pens to complete the inquiry cards.
- **Banners:** These University of Miami banners are used to cover your assigned table.
- **Scanners:** You will be notified if a scanner will be used or if you need to download any apps in your fair confirmation. You may either receive a scanner in your package or receive one at registration, which will be used to gather all the students’ information electronically, in lieu of the inquiry card. The inquiry cards are for back-up purposes only if the student does not have a scanning code. This scanner is returned to college fair officials when the fair ends.
- **Fact Sheets:** Used interchangeably with Travel brochures at college fairs.
- **Shipping Label:** To be used for returning unused materials.

AFTER COLLEGE FAIR

Please return all inquiry cards, banner, and remaining materials within one week of the event to:

Maria Diaz
Office of Undergraduate Admission
University of Miami
1306 Stanford Drive, Suite 1210
Coral Gables, FL 33146

Admission Requirements

For additional requirements for special programs and the admission process for Veterans, visit miami.edu/apply.

The University of Miami actively seeks students who demonstrate academic strength, personal integrity, and seriousness of educational purpose. Admission is highly selective, and is offered to those applicants whose credentials are most academically sound and whose interests, aptitudes, and preparation can contribute to the strengths of the University.

FIRST-YEAR APPLICATION REQUIREMENTS

1. Common Application
2. Official high school transcripts
3. ACT and/or SAT scores. All students can self-report scores on the Common Application at the time of submission.

Fall 2021 prospective students can apply under a test-optional policy. When applying via the Common Application, applicants will not be required to self-report test scores. Instead, students may choose whether or not to self-report their scores. If they opt to self-report their scores, they may designate whether they wish to have the scores used in the selection process.

All Fall 2021 prospective students must submit a supplemental essay in response to the prompt posted on admissions.miami.edu/testoptional.

Note, all Frost School of Music applicants must complete an audition. School of Architecture applicants not submitting test scores must submit a portfolio.

4. School Report from your college counselor
5. Two letters of recommendation (one from a counselor, one from a teacher)

INTERNATIONAL FIRST-YEAR APPLICATION REQUIREMENTS

1. Common Application
2. Official high school transcripts (evaluated by either Josef Silny & Associates, Inc., World Education Services, or Educational Credential Evaluators, if applicable)

3. School Report from your college counselor
4. Two letters of recommendation
5. Official TOEFL and/or IELTS results. Submitting ACT and/or SAT scores is optional for students graduating from a secondary school outside the United States. International students can self-report test scores.
6. International Financial Certification Form

CONDITIONAL ADMISSION

Academically admissible applicants who do not meet the University of Miami's English proficiency requirements may be offered Conditional Admission. If conditionally admitted, students will attend the University of Miami's Intensive English Program. Visit miami.edu/proficiency for additional information.

TRANSFER APPLICATION REQUIREMENTS

A transfer student is a student who has graduated from high school and has taken at least one college course. Transfer applicants who are competitive for admission are in good academic standing and have earned a 3.5 collegiate GPA, yet certain majors require specific GPAs.

1. Common Application
2. Official college transcripts from every institution attended
3. College Reports from every institution attended full-time
4. One letter of recommendation from an instructor or professor

In addition, transfer applicants with fewer than 30 post-secondary credits (not

including dual enrollment/concurrent enrollment) must also submit:

1. Official high school transcripts
2. Official ACT and/or SAT scores

NOTE REGARDING ADMISSION OF STUDENTS

The goal of the Office of Undergraduate of Admission at the University of Miami is to enhance our selectivity and compete with the nation's most prestigious universities. As a result, our office has received more competitive candidates for admission. While this is certainly gratifying, admission has become more selective than in years past. Therefore, as a matter of policy, we avoid speculating on the potential of a student's admission to the University and encourage students to familiarize themselves with our Class Profile miami.edu/classprofile.

It is important to note the evaluation of applications by the admission committee is a comprehensive and holistic process that requires the applicant's candidacy to be evaluated on the basis of all of the information provided in the application and within the context of the full applicant pool each year. We are especially interested in students we believe will contribute to, as well as benefit from, our community.

Application Options & Deadlines

> For special programs deadlines, visit miami.edu/deadlines.

First-Year

Early Decision I is our early, binding application option for applicants who are committed to attending UM if admitted.

- Common Application and supporting documents – November 1
- Financial Aid – December 1
- Notification – Late December

Early Action is our early, non-binding application option.

- Common Application and supporting documents – November 1
- Financial Aid – December 1
- Notification – Late January/early February

Early Decision II is an additional binding application option for applicants who are committed to attending UM if admitted.

- Common Application & Supporting Documents – January 1
- Financial Aid – January 1
- Notification – Late February

Regular Decision is our final deadline.

- Common Application and supporting documents – January 1
- Financial Aid – January 1
- Notification – Early April

If applying EDI or EDII, you must complete and submit the Early Decision Agreement, available through the Common Application.

DUAL-DEGREE PROGRAMS

Prospective first-year students have the option to apply to one of our five dual-degree programs where they can earn a bachelor's degree along with a graduate degree in an abbreviated amount of time. Visit miami.edu/dualdegree for more information.

Transfer

Fall Semester:

- Common Application and supporting documents – Priority deadline April 1
- Financial Aid – Priority deadline April 15

Spring Semester:

- Common Application & Supporting Documents – Priority deadline November 1
- Financial Aid – Priority deadline November 1



Merit Scholarships

The University of Miami awards merit scholarships to incoming students based on their academic accomplishments. All applicants are automatically considered for merit scholarships when they apply for admission. Some scholarships may require

additional information from finalists. Recipients are notified of their award at the time of admission and may receive only one merit scholarship.

miami.edu/scholarships

FIRST-YEAR STUDENTS are eligible for merit scholarships ranging from \$5,000 to the full cost of attendance. University of Miami scholarship recipients are students from across the world, whose varied experiences, achievements, and interests help cultivate our vibrant academic community. Many rise to the top of our applicant pool with their significant academic accomplishments within their high school through a well-rounded college preparatory curriculum, a strong work ethic, and meaningful participation in extracurricular activities. Please note that merit scholarships are not awarded to first-year students entering in the spring semester.

All Fall 2021 prospective students – regardless of whether or not they apply under the test optional policy – will be considered for merit scholarships. To be considered for the Premier Scholarships, Fall 2021 prospective students must apply by the November 1 deadline.

First-Year Scholarships

Scholarship	Award Amount	Eligibility	Deadline
President's Scholarship	\$6,000 - \$30,000 annually*	Incoming first-year students	EDI and EA - November 1 EDII and RD - January 1
'Canes Achievement Award	\$5,000 - \$16,000 annually*	Incoming first-year students	EDI and EA - November 1 EDII and RD - January 1

*Amounts above reflect the Fall 2019 enrolled student scholarship ranges. Visit miami.edu/scholarships for the most up-to-date ranges.

First-Year Premier Scholarships

The most academically competitive students may be considered for a Premier Scholarship.

Scholarship	Award Amount	Eligibility	Deadline
George W. Jenkins*	Full cost of attendance including a semester stipend	U.S. citizens who are residents of AL, FL, GA, NC, SC, TN, and VA	EDI and EA - November 1 EDII and RD - December 1
Stamps	Full cost of attendance plus an enrichment fund stipend	All incoming first-year students	EDI and EA - November 1
Isaac Bashevis Singer	Full cost of tuition**	All incoming first-year students	EDI and EA - November 1
Marta S. and L. Austin Weeks	Full cost of tuition**	U.S. Citizens and Permanent Residents	EDI and EA - November 1
Ronald A. Hammond	Full cost of tuition**	U.S. Citizens and Permanent Residents	EDI and EA - November 1

**The final amount of the scholarship may be adjusted if a student receives any other financial aid that can only be applied toward tuition. Learn more at miami.edu/terms.

EA - Early Action; ED I/II - Early Decision I/II; RD - Regular Decision.

* Requires high school counselor nomination

TRANSFER STUDENTS are eligible to receive the President's Scholarship of \$15,000 annually. It is awarded to exceptional and academically competitive students. Priority consideration is given to transfer applicants who submit all of their transfer admission requirements by April 1 for fall admission. Please note that the President's Scholarship is awarded on a funds-available basis for spring semester applicants.

View all financial resources available to students at finaid.miami.edu.

Financial Assistance

To be considered for all need-based aid, students must submit the CSS Profile, Free Application for Federal Student Aid (FAFSA), and other additional documents, if applicable. Admission and financial aid applications (including all supporting documents) that remain incomplete by the respective deadline will be at a distinct disadvantage and will likely not be accepted.

NEED-BLIND

The University of Miami is need-blind for first-year domestic undergraduate applicants and both domestic and international transfer undergraduate applicants, which means that a student's ability to pay tuition will not be a factor in their admission decision.

NEED-AWARE

The University of Miami is need-aware for first-year international undergraduate applicants. This means that, for a portion of international applicants, the Admission Committee will consider that student's ability to pay tuition without the need for financial aid. UM is committed to meeting the full demonstrated financial need of all admitted international students. All prospective first-year international students who apply for admission to UM must submit an International Financial Certification Form.

Florida Residents

The University of Miami is committed to providing access to a top-tier education to our most talented applicants, regardless of financial circumstances. And we're starting with Florida. As of Fall 2020, UM now meets 100 percent of the demonstrated financial need for admitted first-year Florida residents who are eligible for federal aid. For more information, visit miami.edu/withinreach.

FLORIDA STUDENT ASSISTANT GRANT (FSAG)

This state grant is awarded to undergraduate students who demonstrate financial need, are legal Florida residents, and maintain full-time student status. The University of Miami determines eligibility using the information provided on the

2020-2021 Cost of Attendance

Expenses	Undergraduates on campus	Undergraduates off campus
Tuition	\$52,060	\$52,060
Fees	\$1,580	\$1,580
Housing and Meals	\$15,126	\$18,816
Books	\$1,000	\$1,000
Personal	\$2,000	\$2,000
Transportation	\$1,400	\$1,400
Total Cost of Attendance	\$73,166	\$76,856

FAFSA. Award ranges are determined by state appropriations.

EFFECTIVE ACCESS TO STUDENT EDUCATION (EASE) GRANT

Funding for the Effective Access to Student Education (EASE) award is \$2,841.00 for eligible Florida residents. The Certification of Florida Residency must be completed and submitted to the OSFAE by all new incoming first-year and transfer students. The preferred date is June 30 for the fall semester award and December 1 for the spring semester award. Preference is given to applications received by these dates; all others will be awarded on a fund available basis.

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

These awards are determined based on academic achievement in high school, ACT and/or SAT scores, and fulfillment of certain course requirements. The FAFSA is no longer required in order to receive this award.

Award amounts are based on the number of credit hours for which a student registers each semester. The value of each credit hour will be determined by the State on an annual basis. Initial eligibility must be at least 6 credits. For the 2019-2020 academic

AID APPLICATION REQUIREMENTS

- CSS Profile
- FAFSA
- Signed tax returns and W2s
- Noncustodial Parent Profile, if applicable
- Business and Farm Supplement, if applicable
- 2018 Government or Employer Earnings Statements, if applicable

year recipients of the Florida Academic Scholars will receive \$211 per credit plus a \$300 book allowance per term and recipients of the Florida Medallion Scholars will receive \$158 per credit.

FLORIDA PREPAID COLLEGE PROGRAM

Yes, the University of Miami accepts the Florida Prepaid College Program.

BENACQUISTO SCHOLARSHIP

The Benacquisto Scholarship is a merit scholarship for high school graduates who achieved the National Merit or National Achievement Scholar designation. To be eligible a student must enroll full-time in an undergraduate degree-seeking program and initially enroll during the fall academic term immediately following their high school graduation.

A student enrolled in a 4-year program is eligible to receive an award for a maximum of 8 semesters, while a student enrolled in a 5-year program is eligible for a maximum of 10 semesters. To renew their award students must complete all credits attempted and maintain a minimum institutional cumulative GPA of 3.0.

miami.edu/flaid

Fast Facts

10,000+

Full-time degree-seeking undergraduate + 6,000 graduate & professional students

Full-time degree-seeking students come from:

48

states, D.C., and 3 territories

100+

countries

15%

International students

Founded in

1925

1,000+

Employers brought to campus each year

\$51k+

Average salary six months after graduation

180+

Majors and programs

12:1

Student-to-faculty ratio

55%

of classes for undergraduates have fewer than 20 students

\$350+ million in university-wide sponsored research

\$52,060

2020-2021 tuition

300+

Clubs & organizations



Study-abroad opportunities:

80+

programs

35

countries

40+

Academic honor societies

\$73,712

2020-2021 cost of attendance (tuition and fees, housing and meals, and estimated books, personal expenses, and transportation)



21

NCAA Division I Championships

200,000

Service hours completed by UM students in one year

FALL 2019 FIRST-YEAR CLASS PROFILE

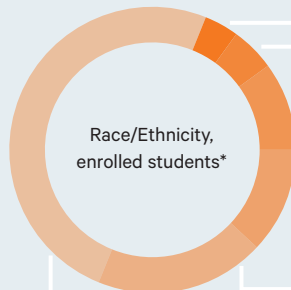
3.8 Average admitted unweighted GPA

Middle 50% of admitted scores

1350 < SAT > **1480**

31 < ACT > **34**

Female-to-male ratio, enrolled **52% / 48%**



4% Two or more races

5% Other

11% Black

14% Asian/Pacific Islander

19% Latinx

47% White non-Hispanic

38,895

Applicants

27%

Admit rate

29% Florida residents

60% Domestic non-Florida

11% International Students

*Percentages exclude unknowns and may not total 100 due to rounding. **As of June 16, 2019

Majors & Programs

miami.edu/majors

School of Architecture

Architecture

College of Arts and Sciences

Africana Studies
American Studies
Anthropology
Art

- Ceramics
- Graphic Design
- Painting
- Photography
- Printmaking
- Sculpture

Art History
Biochemistry

- Molecular Biology
- Nutrition

Biology
Chemistry
Classics

- Classic Civilization
- Greek
- Latin
- Latin and Greek

Computer Science

- Comprehensive
- Computational Science
- Cryptography and Security
- Flexible
- Graphics and Games

Criminology
Economics
Ecosystem Science and Policy
English

- British Literary History
- Creative Writing
- Women's Literature

Exploratory (Undeclared)
French
Gender and Sexuality Studies
Geography
German
Global Health Studies

- Humanities
- Pre-Medical
- Social Sciences

History
International Studies
Judaic Studies
Latin American Studies
Mathematics

- Applied Analysis
- Computational Mathematics
- Core Mathematics
- Mathematical Economics
- Probability and Statistics
- Secondary School Teaching Track

Microbiology and Immunology
Neuroscience
Philosophy

Physics

- Applied
- Pure

Political Science
Pre-Medical Track
Psychology
Public Administration
Religion and Health Care
Religious Studies
Sociology
Spanish
Studio Art
Theatre Arts
(audition/portfolio required for B.F.A. applicants)

- Design
- Musical Theatre
- Performance
- Stage Management
- Theatre Management

Miami Herbert Business School

Accounting
Accounting and Finance
Business Analytics
Business Technology
Economics
Entrepreneurship
Finance
General Business
Global Business (co-major)
Health Management and Policy
Human Resource Management
Legal Studies
Management
Marketing
Organizational Leadership
Real Estate

School of Communication

Advertising

- Creative
- Management

Broadcast Journalism
Communication Studies

- General
- Intercultural
- Organizational
- Public Advocacy

Electronic Media
Interactive Media
Journalism

- Media and Journalism Studies
- Reporting and Writing
- Sports, Travel, and Lifestyle Features
- Visual and Documentary

Media Management
Motion Pictures

- Business
- Critical Studies
- General
- Production
- Screenwriting

Public Relations

- General
- Practice

School of Education and Human Development

Community and Applied

- Psychological Studies
- Community and Program Development
- Human and Social Development Studies
- Individual and Relational Development

Elementary Education
Exercise Physiology
Sport Administration

College of Engineering

Aerospace Engineering
Architectural Engineering
Biomedical Engineering

- Biomaterials and Tissue
- Electrical
- Mechanical
- Pre-Medical

Civil Engineering
Computer Engineering

- Software Engineering

Electrical Engineering

- Audio Engineering

Engineering Science
Environmental Engineering
Industrial Engineering
Mechanical Engineering

Rosenstiel School of Marine and Atmospheric Science

Geological Sciences
Marine Affairs
Marine Biology and Ecology
Marine Science/Biology
Marine Science/Chemistry
Marine Science/Computer Science
Marine Science/Geological Sciences
Marine Science/Microbiology and Immunology
Marine Science/Physics

Meteorology
Meteorology/Marine Science
Meteorology/Mathematics
Oceanography

Frost School of Music

(audition/portfolio required)
Instrumental Performance
Keyboard Performance
Media Writing and Production
Music
Music Business Entertainment Industries
Music Education
Music Engineering Technology
Music Theory and Composition
Music Therapy
Musicianship, Artistry Development, and Entrepreneurship
Studio Music and Jazz Instrumental
Studio Music and Jazz Voice
Vocal Performance

School of Nursing and Health Studies

Health Science

- General
- Health Management and Policy
- Pre-Medical
- Pre-Occupational Therapy
- Pre-Pharmacy
- Pre-Physical Therapy

Nursing
Public Health

Pre-Professional Tracks

Pre-professional tracks are open to all students, regardless of major.

- Pre-Chiropractic
- Pre-Dental
- Pre-Law
- Pre-Medical
- Pre-Optometry
- Pre-Podiatry
- Pre-Veterinary

Dual-Degree Programs

A supplemental application may be required.
miami.edu/dualdegree

Majors are subject to change. Visit miami.edu/majors for the most up-to-date list.



OFFICE OF UNDERGRADUATE ADMISSION
ADMISSIONS.MIAMI.EDU
305-284-6000

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For more information about
territory managers, visit
miami.edu/meetourstaff