The ROAD TO UM
A step-by-step guide to prepare for your arrival in the fall.
WELCOME to the ’Cane Family!

The following is a roadmap to help guide you as you plan for your arrival in Miami this fall.

Complete the checklist items by the respective deadlines between now and the first day of classes to ensure a smooth transition to your new life as a ’Cane.

We can’t wait for you to arrive!
1. Check your UM email daily:

ALL university information will be sent to your UM email (e.g., registration appointments, financial aid, and student life updates). UM Office 365 email.miami.edu

You will be responsible for monitoring this account daily.

**DEADLINE:**
May 1 or ASAP

**CONTACT:**
UMIT Service Desk
305-284-6565
itsupportcenter@miami.edu

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2. Confirm your permanent address, mobile number, and emergency contact information in CaneLink:

In case of emergency, the university will send alerts to your preferred address and phone number on file in CaneLink canelink.miami.edu

**DEADLINE:**
May 1 or ASAP

**CONTACT:**
UMIT Service Desk
305-284-6565
itsupportcenter@miami.edu

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**STEPS:**
- Log in to email.miami.edu using your Cane ID (the username you use to log in to CaneLink) and password.

**STEPS:**
- In CaneLink, click Go to Student Center.
- In the contact information section edit and/or confirm your permanent and mailing address.
- Update your mobile number.
- Set your mobile number as your preferred contact method.
3. Apply for on-campus housing:

New freshmen are required to live on campus unless they live locally (Miami-Dade or Broward County residents) with immediate family. canelink.miami.edu

After May 1, applications are accepted on a space-available basis. Applying early determines a student’s access to single rooms, room changes, and earlier housing sign-ups.

Instructions for applying for housing: miami.edu/canelinkguide

DEADLINE:
May 1 or ASAP

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

4. Set up delegate/proxy access in CaneLink:

CaneLink provides the option to grant delegates or proxies access to your information. You control the information shared. We recommend that you grant access to any/all who manage tuition payments. canelink.miami.edu

You can share as much or as little information as you would like: UM billing and payment access, financial aid information, grades and transcripts, and health information. You can change your proxy access anytime.

For proxy access, visit: miami.edu/canelinkguide

DEADLINE:
May 31

CONTACT:
UMIT Service Desk
305-284-6565
itsupportcenter@miami.edu
5. International students who plan to enter the U.S. on an F-1 or a J-1 visa, email documents for I-20 (F-1) or DS-2019 (J-1) issuance:

Visit International Application Instructions, Item 7. miami.edu/intladmission

**DEADLINE:**
May 30

**CONTACT:**
International Admission
305-284-2271
intl.admission@miami.edu

### STEPS:

- Scan your bank or government sponsorship letter (financial guarantee) stating the availability of $65,000 U.S. dollars/year. To view a sample bank letter, visit miami.edu/bankletter.
- Scan a copy of the first page of your passport.
- Email copies of both documents to intl.admission@miami.edu for issuance of an I-20 (F-1) or DS-2019 (J-1) visa.

6. Students seeking accommodations for a disability, register with the Office of Disability Services:

All students seeking official accommodations for a documented disability must request auxiliary aids prior to June 1. The complete process is outlined at umarc.miami.edu

**DEADLINE:**
June 1

**CONTACT:**
Office of Disability Services
305-284-2374
disabilityservices@miami.edu

### STEPS:

- Collect documentation.
- Submit current, appropriate, and full documentation of the disability to the Office of Disability Services.
- Submit a completed Accommodation Request Form.
7. **Commuter students**, register for UM’s Great Start Program:

Great Start is an optional overnight preorientation program designed to help commuter students from Miami-Dade, Broward, or Palm Beach Counties successfully transition to the university and provide a chance to meet other commuter students. [miami.edu/GreatStart](http://miami.edu/GreatStart)

Cost of attending depends on date of registration ($75-$95).

**SESSION DATES:**
- Session 1: June 27-28
- Session 2: July 25-26

**DEADLINES:**
- Register for Session 1: June 22
- Register for Session 2: July 20

**CONTACT:**
Department of Orientation and Commuter Student Involvement
Great Start Program
305-284-5646
greatstart@miami.edu

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8. **Take the ALEKS Math Placement Assessment:**

Incoming freshmen must complete the ALEKS Math Placement Assessment before enrolling in a mathematics course. It is available from **May 1 - August 15** and can be taken online. [canelink.miami.edu](http://canelink.miami.edu)

The Assessment must be completed without any outside assistance. Adhere to the University of Miami’s Honor Code.

Math placement guide: [miami.edu/ALEKS](http://miami.edu/ALEKS)
Math course score chart: [miami.edu/ALEKSchart](http://miami.edu/ALEKSchart)

**DEADLINE:**
June 23

**CONTACT:**
Department of Mathematics
305-284-2575
math@math.miami.edu
9. Add classes to shopping cart/validate choices:

Students can search and register for courses using CaneLink. The shopping cart allows you to select courses in preparation for registration. Students can begin shopping for classes on **May 11**. [canelink.miami.edu](http://canelink.miami.edu)

Registration process and instructions: [miami.edu/newfreshmenregister](http://miami.edu/newfreshmenregister)

**DEADLINE:**
June 23

**CONTACT:**
Office of the Registrar
305-284-2294
registrar@miami.edu

**STEPS:**
- Review the registration process at [miami.edu/newfreshmenregister](http://miami.edu/newfreshmenregister).
- Log in to **CaneLink**
  - Click on Go to Student Center.
  - Under the Academics tab, click on Enroll.
- Use either the Class Number or Course Search feature to select courses.*
- Validate your course selections to ensure that you are eligible to enroll in the courses you have chosen.

*Note: Adding courses to your shopping cart does not guarantee successful enrollment. You are still subject to class limits, prerequisites, etc.

10. Register for courses (full time):

Students can register for courses on **CaneLink**. Students are expected to enroll full time, which means a minimum of 12 credits (typically four classes) each semester. If you are receiving financial assistance, most types require full-time enrollment. Fall 2015 course registration begins **May 18**. [canelink.miami.edu](http://canelink.miami.edu)

Registration process and instructions: [miami.edu/newfreshmenregister](http://miami.edu/newfreshmenregister)

**DEADLINE:**
June 23

**CONTACT:**
Office of the Registrar
305-284-2294
registrar@miami.edu

**STEPS:**
- Review the registration process at [miami.edu/newfreshmenregister](http://miami.edu/newfreshmenregister).
- Log in to **CaneLink**
  - Click on Go to Student Center.
  - Under the Academics tab, click on Enroll.
  - Go to your shopping cart. Select courses (note status indicators) and click “Enroll.”
  - Once finished, check your Student Center to ensure you are enrolled in the correct courses/sections.
11. Students whose tuition is paid by a third party or government sponsor, submit your Financial Guarantee letter:

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. miami.edu/osas

DEADLINE: June 30

CONTACT: Office of Student Account Services
305-284-6430
saccounts@miami.edu

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12. Submit your final high school transcripts and AP/IB/Dual Enrollment scores:

Visit Freshman Application Instructions, Item 2. miami.edu/freshman

DEADLINE: July 1

CONTACT: Office of Admission
305-284-4323
admission@miami.edu

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STEPS:
- Review the information about third-party and government sponsors:
  - Go to miami.edu/osas.
  - Click on Third Party Sponsor/Florida Prepaid.
- Email your sponsorship letter (financial guarantee) to thirdparty.osas@miami.edu.
13. Students who have applied for financial assistance, complete To Do items on CaneLink:

View award: canelink.miami.edu
How to accept/decline financial assistance awards: miami.edu/canelinkguide

**DEADLINE:**
July 1

**CONTACT:**
Office of Student Financial Assistance and Employment
305-284-5212
ofas@miami.edu

**STEPS:**
- Visit your CaneLink account to view and complete your pending To Do items. No financial assistance award can be finalized until all requested documentation is received and reviewed by the Office of Student Financial Assistance and Employment (OSFAE).
- Check your UM email account often for award notifications or requests by OSFAE.
- View your financial assistance awards by clicking on Go To Student Center and then on View Financial Aid.
- Accept/decline all or any portion of your awards and loan offers through your CaneLink account.

14. International students who plan to enter the U.S. on an F-1 or a J-1 visa, pay SEVIS fee and apply for a student visa:

miami.edu/intladmission

**DEADLINE:**
July 1

**CONTACT:**
International Admission
305-284-2271
intl.admission@miami.edu

**STEPS:**
- Review your I-20 (F-1) or DS-2019 (J-1) forms.
- Contact International Admission immediately if there are any errors on your I-20 or DS-2019 form.
- Pay your I-901 SEVIS fee. Visit fmjfee.com to access Form I-901.
- Print the I-901 SEVIS 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.
15. Select a meal plan:

All undergraduate students living on campus must purchase a meal plan. Students who fail to choose a meal plan upon enrollment in Housing will automatically be signed up for the 14 meal-plan option.

canelink.miami.edu

View meal-plan options: miami.edu/dining-services

**DEADLINE:**
July 1

**CONTACT:**
Dining Services Department
305-284-3584
diningservices@miami.edu

16. Domestic students, choose to waive or maintain university-sponsored health insurance:

New student health information:
miami.edu/newstudenthealth

Health Records:
mystudenthealth.miami.edu

**DEADLINE:**
July 25

**CONTACT:**
Student Health Services
305-284-9100
studenthealth@miami.edu

**STEPS:**
- Review the information on health insurance at miami.edu/healthinsurance.
- If you choose to waive the health insurance coverage, log on to CaneLink. Under Other Important Links, select Health Insurance Waiver and/or Update.
- Scan a copy of both sides of your insurance card and upload documents to mystudenthealth.miami.edu (you must log in with your CaneID and password).
17. Pay your tuition invoice:

You can pay your tuition invoice through CaneLink. Failure to pay your balance due prior to the deadline date may result in the cancellation of your enrollment at the university and will interfere with your ability to move into on-campus housing in the fall.

canelink.miami.edu

Cost of attendance, loans, and payment plans: miami.edu/osas

DEADLINE:
August 1

CONTACT:
Office of Student Account Services
305-284-6430
saccounts@miami.edu

STEPS:
- Visit your CaneLink account.
- Under the Finances tab, pay your balance due, view your account details, and accept/decline your financial aid awards.

18. Register for New Student Orientation:

Students can register for orientation on CaneLink.
canelink.miami.edu

Orientation schedule: miami.edu/orientation

DEADLINE:
August 1

CONTACT:
Department of Orientation and Commuter Student Involvement
305-284-5646
orientation@miami.edu

STEPS:
- Visit your CaneLink account and click on the Orientation Registration link.
19. **International students** who plan to enter the U.S. on an F-1 visa, familiarize yourself with U.S. entry procedures:

**DEADLINE:**
August 1

**CONTACT:**
International Admission
305-284-2271
intl.admission@miami.edu

**STEPS:**
- When traveling to the U.S., carry your original Form I-20 along with your passport, visa, and I-901 SEVIS fee receipt. Do not put these documents into your checked baggage.
- 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.

20. **Get started on your first UM course:**

The University of Miami Experience (UMX 100) is a graded, online, self-paced course specifically designed to assist first-year students and transfer students in making a successful transition to the University of Miami. All new students are automatically enrolled in this course. The course opens on **August 1** via courses.miami.edu

**DEADLINE:**
Prior to the end of the Fall 2015 semester (August 1 - December 16)

**CONTACT:**
Camner Academic Resource Center
305-284-2800
umx@miami.edu

**STEPS:**
- Log into courses.miami.edu with your Cane ID and password.
- Click on UMX 100 listed under My Current Courses.
21. Complete UM's online alcohol, drug, and sexual violence-prevention education program:

All incoming students are required to complete all portions of an online alcohol-, drug-, and sexual violence-prevention education program. Failure to complete any portion of these courses will result in your inability to register for fall and/or spring courses.

[link]
miami.edu/pier21

**DEADLINE:**
August 17 (Part I)

**CONTACT:**
PIER 21  
305-284-6120  
pier21@miami.edu

Dean of Students Office  
305-284-5353  
doso@miami.edu

22. Complete Health Center immunizations:

New student health information:  
miami.edu/newstudenthealth

Immunization information:  
miami.edu/immunizations

**DEADLINE:**
August 22

**CONTACT:**
Student Health Services  
305-284-9100  
studenthealth@miami.edu
23. Students who are veterans or dependents of veterans using V.A. educational benefits, contact the Office of the Registrar:

The Veterans Affairs Certifying Officials are located in the Office of the Registrar to assist veterans and dependents of veterans who are entitled to V.A. educational benefits under Chapters 30, 31, 33, and 35 and 1606 and 1607. miami.edu/registrar

**DEADLINE:**
August 24

**CONTACT:**
V.A. Certifying Official in the Office of the Registrar
305-284-2294
veterans@miami.edu

24. Let us know when you arrive!

It is important that you confirm your enrollment after arriving on campus via CaneLink canelink.miami.edu

**DEADLINE:**
August 24 (First day of classes)

**CONTACT:**
'Cane Success Center
305-284-1807
success@miami.edu

**STEPS:**
- Log in to your CaneLink account and indicate that you have arrived on campus!
Contact Information

ALEKS Math Placement
Department of Mathematics
305-284-2575
math@math.miami.edu

International Admissions
305-284-2271
intl.admission@miami.edu

International Student and Scholar Services (ISSS)
305-284-2928
isss@miami.edu

Office of Admission
305-284-4323
admission@miami.edu

Office of Disability Services
305-284-2374
disabilityservices@miami.edu

Office of the Registrar
305-284-2294
registrar@miami.edu

Office of Student Account Services
305-284-6430
saccounts@miami.edu

Office of Student Financial Assistance and Employment
305-284-5212
ofas@miami.edu

PIER 21 - Center for Alcohol and Other Drug Education
305-284-6120
pier21@miami.edu

Contact the 'Cane Success Center:
success@miami.edu
305-284-1807

Need further assistance?

ALEKS Math Placement

Camner Academic Resource Center
305-284-2800
umx@miami.edu

'Cane Success Center
305-284-1807
success@miami.edu

Dean of Students Office
305-284-5353
doso@miami.edu

Department of Orientation and Commuter Student Involvement
305-284-5646
orientation@miami.edu

Great Start Program
305-284-5646
greatstart@miami.edu

Division of Student Affairs
305-284-4922
vpsa@miami.edu

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

International Admissions

International Student and Scholar Services (ISSS)

Office of Admission

Office of Disability Services

Office of the Registrar

Office of Student Account Services

Office of Student Financial Assistance and Employment

PIER 21 - Center for Alcohol and Other Drug Education

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

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

Division of Student Affairs

International Admission

International Student and Scholar Services (ISSS)

Office of Admission

Office of Disability Services

Office of the Registrar

Office of Student Account Services

Office of Student Financial Assistance and Employment

PIER 21 - Center for Alcohol and Other Drug Education

Student Health Services

UMIT Service Desk

Need further assistance?