

WELCOME TO THE U!

We are the
School of Education and Human Development

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
& HUMAN DEVELOPMENT





Welcome: Dean & Vice Dean

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
& HUMAN DEVELOPMENT





Dean
Laura Kohn-Wood, Ph.D

Please click on this link to watch
introduction video

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**Vice Dean
Walter Secada, Ph.D**

**Please click on link to watch
introduction video**

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Department Chairs For SEHD





EPS Chair
Soyeon Ahn, Ph.D

Educational & Psychological Studies (EPS) Programs

Master of Science in Education

- Community & Social Change (MSED)
- Counseling (MSED)
 - i. Marriage and Family Therapy
 - ii. Mental Health Counseling
- Higher Education Administration (MSED)
- Research, Measurement & Evaluation (MSED)

Doctoral

- Community Well-Being (Ph.D.)
- Higher Education Leadership (Ed.D.)
- Counseling Psychology (Ph.D.)
- Research, Measurement & Evaluation (Ph.D.)



UNIVERSITY
OF MIAMI



Department of Educational and Psychological Studies (EPS)



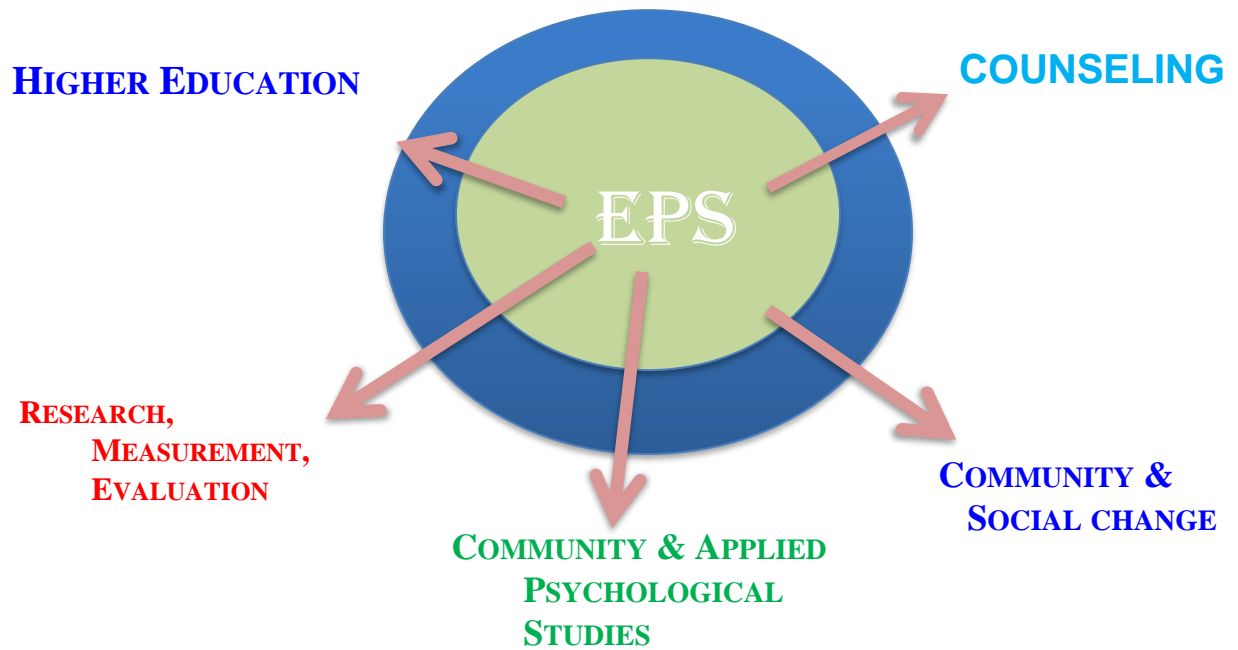
EPS Mission

To be a center of excellence in the development of reflective researchers, methodologists, and practitioners in psychology, education, and community well-being

EPS Vision

To generate knowledge and prepare reflective leaders, researchers, methodologists, and practitioners to improve psychological, educational, and community well-being

EPS Department





Program Directors



Guerda
Nicolas
Counseling
Psychology
MSEd



Blaine Fowers,
Counseling
Psychology
MSEd (Acting PD
for Fall 2020)



Lydia Buki,
Counseling
Psychology
PhD



Carol-Anne
Phekoo,
Higher
Education
Administratio
n MSEd &
EdD



Soyeon Ahn
Research
Measureme
nt &
Evaluation
PhD, MSEd



Scot Evans,
Community &
Applied
Psychological
Studies,
BSEd



Ashmeet
Oberoi,
Community
& Social
Change
MSEd



Dina Birman,
Community
Well-Being
PhD

EPS Faculty Members



Best wishes for your academic career with EPS department!!!





KIN Chair
Warren Whisenant, Ph.D

**Kinesiology & Sport Sciences (KIN)
Programs**

Master of Science in Education

- Applied Physiology (MSED)
- Sport Administration (MSED)

Master in Athletic Training

- Athletic Training (MSAT)

Doctoral

- Exercise Physiology (Ph.D)

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introduction video**

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Interim TAL Chair
Walter Secada, Ph.D

Teaching & Learning (TAL) Programs

Master of Science in Education

- Applied Learning Sciences (MSED) (online)
- Special Education (MSED)
- Education & Social Change (MSED)

Doctoral

- Applied Learning Sciences (Ed.D) (online)
- Teaching & Learning (Ph.D) with specializations in:
 - I. Language and Literacy Learning in Multilingual Settings
 - II. Science, Technology, Engineering and Mathematics
 - III. Special Education

Department of Teaching and Learning

Mission: The Department of Teaching and Learning is committed to improving the education of all students, providing high quality teacher education to pre-service teachers, and offering professional learning opportunities for in-service teachers. We prepare the next generation of teachers, teacher educators, researchers, and practitioners to improve education for *all* students.



TAL Office



Walter G. Secada, Professor
Interim Department Chair
Interim Director, Education and Social
Change

wsecada@miami.edu



Gennet Wright
Office Manager

g.wright@miami.edu



On-Campus Doctoral Program

PhD in Teaching and Learning

Program Director

- Specialization Areas:
 - Language & Literacy Learning in Multilingual Settings
 - Special Education
 - Science, Technology, Engineering & Math (STEM) Education



Batya Elbaum, Professor

elbaum@miami.edu



On-Campus M.S.Ed. Programs

- Education and Social Change

- focuses on the complexities of the world of education beyond classroom walls, the classroom context of teaching, and the education of students in urban classrooms.
- Interim Program Director: Walter Secada, Professor and Interim Chair

- Special Education

- prepares individuals to work with students with disabilities in collaborative school environments. The program accommodates both working teachers and individuals seeking initial teacher certification in special education.



Program Director: Wendy Cavendish,
Professor

wcavendish@miami.edu



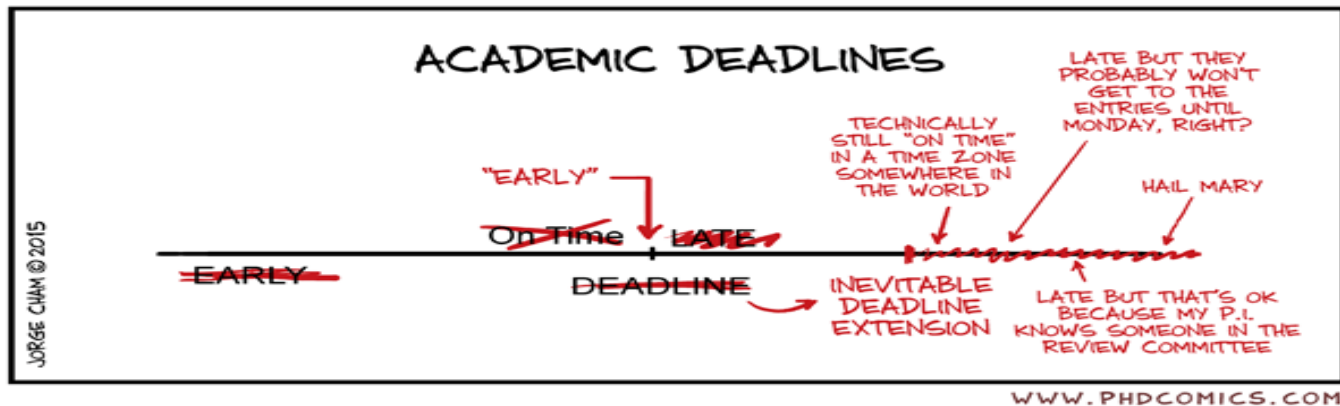
Get required medical records to Office of Student Health

- You should have received an email telling you to upload your vaccination records onto the Office of Student Health web site. It is secure and HIPPA compliant.
- From time to time, you may receive similar emails.
- Failure to comply with these requests in a timely manner is the single biggest reason that students have difficulties enrolling during their first term.



Learn About and Observe Deadlines

- Last day to register
- Last day to drop/add courses
- Last day to submit thesis
- Last day to request to graduate
- Last day to.....



Even small decisions can have significant impacts on financial assistance

- Graduate Student financial need is set by federal guidelines.
- Everything that you receive is considered financial aid that meets that need:
 - Tuition waivers
 - Loans
 - Grants, gifts
 - Employment
- Dropping a course might result in your owing money (!)
- Discuss with Office of Financial Aid





Meet with your advisor every term

- I need to drop
- This course is too difficult
- Can I take something else instead
- I'm having life issues and...





UM Graduate School

UNIVERSITY OF MIAMI
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Tiffany Plantan, Ph.D.

Director of Education

grad.miami.edu

 Welcome

 UM Graduate School

[Please click to watch introduction video](#)



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Richter Library

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
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Lauren Fralinger, MLS

Librarian for School of Education & Human Development

library.miami.edu

 Welcome

 Richter Library



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THE ESSENTIAL **TEN**

THINGS TO DO AT THE

University of Miami Libraries



LIBRARIES

Transforming lives
OPENING WORLDS

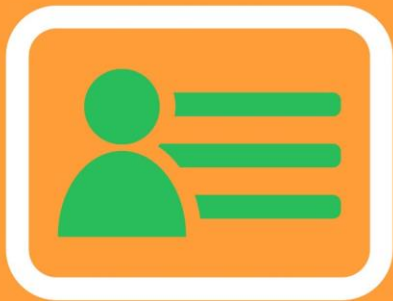
Study quietly or collaboratively

in one of our many locations on three campuses. The Richter Library is our interdisciplinary library, and we also have subject specialty libraries (Architecture, Business, Marine and Atmospheric Sciences, Medical, and Music).



Log on with your CaneID and password

(UM Single Sign-On) to gain privileged access to millions of articles, books, films, and other resources via uSearch—our online catalog.



02

Meet with a librarian or peer research consultant to learn about resources, strategies, and tools to help you conduct research for course assignments and projects.



LIBRARIES

Transforming lives
OPENING WORLDS

04

Visit the Learning Commons

for consultations with peers and experts on GIS, math,

modern languages, statistics, technology support, writing, and more. The Math Lab, Modern Languages Lab, Writing Center, and other academic service providers are here to help you succeed.



Design and print posters and 3D objects. Try out creativity tools and technologies, including Adobe Creative Cloud and Magic Leap One. Check out cameras and other audiovisual equipment at the Creative Studio.



05

Consult an online research guide

for any
subject –from English and history
to business and engineering–
and find out what databases
and journals are available.

06



Discover rare and unique primary sources—books, maps, photographs, letters, and more—in the Cuban Heritage Collection, Special Collections, and University Archives. Many are also available online in our Digital Collections.

Recommend a resource. Let us know if you can't find a book, video, article, or other item you need, and we'll do our best to get it for you.



08

Connect with us on social media.

Share study tips, stay informed about the latest events, exhibits, and resources, and tell us what you love about learning **@UMiamiLibraries**.

09



Apply for a job that will help prepare you for the information economy. UML hires students for a range of positions. We also offer undergraduate fellowships through the Library Research Scholars and Adobe Scholars programs.



10



LIBRARIES

Transforming lives
OPENING WORLDS

Lauren Fralinger

Librarian for the School of
Education

l.fralinger@miami.edu






Graduate Student Association

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
& HUMAN DEVELOPMENT





 Welcome

 Graduate Student
Association (GSA)

[Please click to watch introduction video](#)

About GSA



- The University of Miami's Graduate Students' Association (GSA) is a student-governed body committed to promoting effective graduate student participation in University affairs, advocating on behalf of the UM graduate student body, and improving the quality of life for all UM graduate and medical students. With over 4,000 graduate students in 60 doctoral programs and 110 master's programs across our three major campuses (Coral Gables, Miller School of Medicine, and the Rosenstiel School of Marine and Atmospheric Sciences), the GSA serves as the liaison between the graduate student body and the administration. Since our creation in 1969, we have been supporting the graduate student population, making their welfare our priority.



Office of Emergency Management

UNIVERSITY OF MIAMI
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John Gulla

Emergency Management Coordinator

jgulla@miami.edu

 Welcome

 Office of Emergency
Management

[Please click to this link to watch video](#)



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UM Police

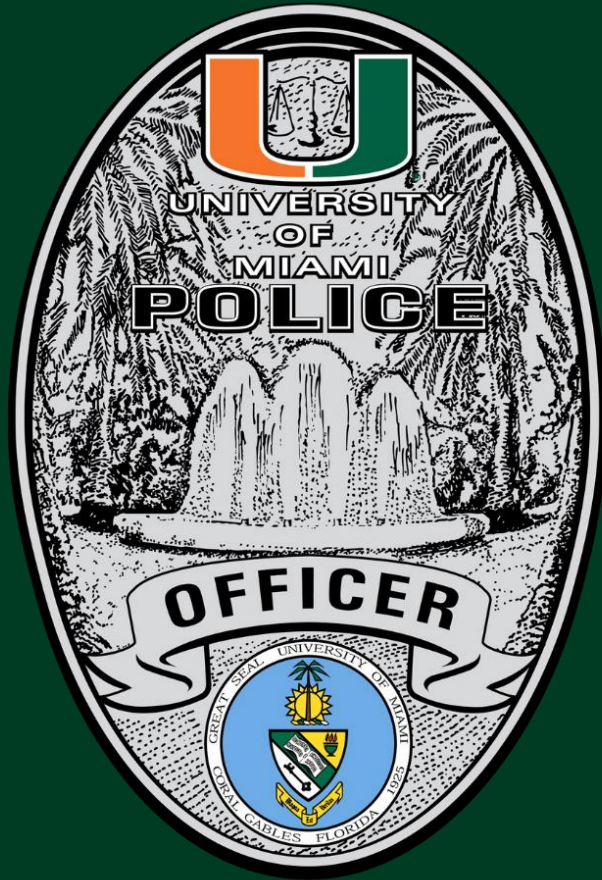
UNIVERSITY OF MIAMI
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 Welcome

 University of Miami
Police Department





University of Miami Police Department

Welcome Graduate Students

DAVID RIVERO - CHIEF OF POLICE

OCTAVIA BRIDGES - COMMUNITY AFFAIRS LIEUTENANT

BRYAN RODRIGUEZ - CRIME PREVENTION SPECIALIST

GENERAL INFORMATION

- **Operating 24 hours a day, 365 days a year, the University of Miami Police Department is composed of a highly-dedicated team of State of Florida certified and sworn police officers**
- **The department also employs several support professionals, including a Crime Prevention Specialist, Security Manager, Communication Operators, and a Data Custodian**
- **University police officers conduct continuous patrols, respond to all emergency calls on campus, take police reports, provide safety information, and actively participate in proactive crime prevention efforts**

UM POLICE STATION ON CAMPUS

- The Flipse Building Is Located Between Lennar Medical Center And The Ponce Garage
- Access Via Ponce De Leon Boulevard Entrance
- 24/7 Service



UM POLICE PROGRAMS



- 24/7 Safety Escort Services:
Call (305-284-6666)
- Rave Guardian Virtual Escort Download for
IOS or Android
- Self-Defense Classes For Women (S.A.F.E.
Program)
- Over 100 Blue Light Emergency Phones
On Campus
- Bicycle Registration Program
- Event Tabling
- Social Media Facebook, Instagram, and
Twitter @UMPOLICE
- Visit Our Website at: UMPD.MIAMI.EDU



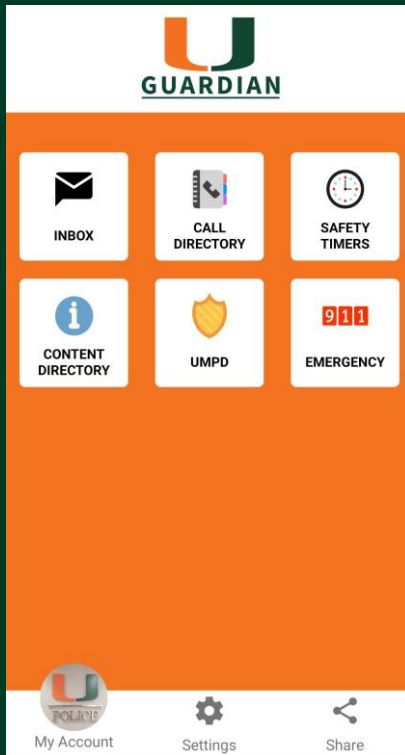
SAFETY ESCORTS

- Safety escort services are **24/7, 365 days** a year by calling 305-284-6666
- A UM security officer will walk with you to your destination
- Safety escorts only cover campus property
- All security officials carry a radio and are in constant contact with UMPD
- Safety escorts are not intended to be a regularly scheduled service, in advance, but there is no limit to how many safety escorts you may request

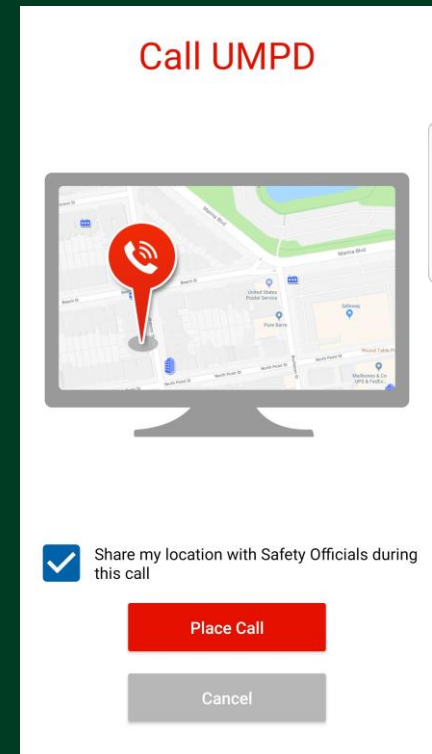
U GUARDIAN



U GUARDIAN




- Works on all IOS and Android Devices
- Download in the app store and register with a University email address
- Free to download
- E911 (Enhanced 911 capability) add only the info you want to add
- UMPD and Emergency call button
- Safety timer function



Bicycle Registration Program





Module 1: Office of Graduate Studies

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
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Graduate Programs Manager Tinisha Hollinshead, MBA

[Please click to watch
introduction video](#)

Responsibilities

- Manager of Office of Graduate Studies
- Ombudsperson for SEHD Graduate Students
- Graduate Student Assistantship (GSA) Awards
- Admission Representative (S-Z)
- Admission Holds (S-Z)
- Graduate Program Milestones and Requirements
- Policy and Procedures



Graduate Enrollment Manager Patty Capps

[Please click to watch
introduction video](#)

Responsibilities

- Graduate Enrollment Manager
- Enrollment Issues, Enrollment Withdrawals
- Tuition Waiver process
- Admissions Applicant Process (J-R)
- Admission Holds (J-R)
- Course Sequence Plan Holds (All)
- Incomplete and NG notifications
- Graduation Clearance Process



Administrative Assistant Kelley Flagg

[Please click to watch
introduction video](#)

Responsibilities

- Probation and dismissal letters
- Academic holds/release regarding GPA
- Admissions Applicant Process (A-I)
- Admission Holds (A-I)
- Change of grade forms
- Graduate Teaching Assistant Evaluation
- Administrative support for the Office of Graduate Studies
- SACS Assessment for Thesis and Dissertations

Applicant Journey Representative

Responsibilities

- Applicant Journey Assistant
- Respond to prospective applicants
- Assist with marketing efforts deployed for SEHD Graduate school
- Maintain spreadsheet with the progress of inquiries
- Distribute daily list of applications and letters of recommendation received
- File and update application materials received daily
- Audit and submit update requests for general website edits



Module 2: Academic Integrity

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
& HUMAN DEVELOPMENT



Susan Mullane, Ph.D.

Associate Professor

smullane@miami.edu



 **Welcome**

 **Academic Integrity**





UNIVERSITY
OF MIAMI



ACADEMIC INTEGRITY

Dr. Sue Mullane
School of Education and Human
Development
Graduate Student Orientation

Why Academic Integrity?

- Academic Integrity is the backbone of higher education and the University of Miami
- It protects you and the integrity of your degree



Academic Integrity Defined

- As per the International Center for Academic Integrity, AI means honesty and responsibility in scholarship.
- Academic assignments exist to help students learn-grades exist to show how fully this goal is achieved
- Therefore, all work and all grades should result from the student's own understanding and effort.
- We know from research that employers prefer to

What Does It Mean?

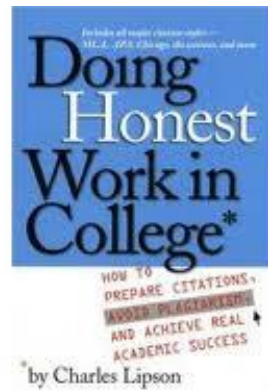
- AI means 2 things: (1) others can trust you, and (2) it protects the integrity of your degree
- AI is predicated on 5 fundamental values: honesty, trust, fairness, respect, and responsibility. These 5 values, plus the courage to act on them in the face of adversity, are truly fundamental to the Academy.

Types of Violations

- **Cheating** – act intended to deceive, cheat sheets, copying answers, receiving aid, etc.

- **Plagiarism** – representing words/ideas of someone else as your own, failing to use direct quotes or give proper credit

- **Collusion** – working together when you are individually responsible



- **Falsification of Data or Records**

- **Fabrication** – making up research results or other University information

- **Disruption of Honor Council Procedures**

- **Misrepresentation**

- **Unauthorized or Inappropriate Use of Computing Facilities**

Plagiarism

- Types include failure to cite borrowed ideas, failure to cite quotations of others' work, paraphrasing too closely, self plagiarism, and "accidental plagiarism"
- Did you get an idea directly from a source? Cite it!
- Did you get an idea indirectly? Cite the author's idea, not yours.
- Best practice: establish your facts with solid sources, cite them, then provide your interpretation of the meaning





Plagiarism

Cite summaries of others' work

Cite ideas and reasoning

Cite work product of others (charts, graphs, images, diagrams)

Don't forget electronic media, print, Internet, broadcast, lectures, speakers

Don't cite something you haven't actually read!

Cite anything not considered "common knowledge"

Remember that **PLAGIARISM = THEFT!!!**



Cutting and Pasting



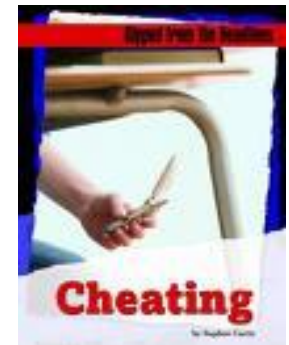
- A very dangerous practice
- Responsible for getting most students in trouble when it comes to academic integrity
- Watch your sources, and cite properly
- When in doubt, DON'T DO IT!



+



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UM's Graduate Honor Code: 4 Main Areas



- Cheating:** implies an intent to deceive. Includes all actions, devices, and/or deceptions involved in committing the act. Examples include, but are not limited to, utilizing crib notes/cheatsheet on an exam and copying answers directly from another student's exam.
- Plagiarism:** representing the words or ideas of someone else as your own. Examples include, but are not limited to, failing to properly cite direct quotes and failing to give credit for someone else's ideas.

UM Graduate Honor Code 4 Areas (cont'd)



- Collusion:** working together on an academic undertaking for which a student is individually responsible. Examples include, but are not limited to, sharing information in labs that are to be done individually.

- Academic Dishonesty:** in other act not specifically covered that compromises the integrity of a student or intrudes, violates, or disturbs the academic environment of the University Community. Examples are attempting or agreeing to commit, or assisting in or facilitating the commission of, any scholastic dishonesty violation, failing to appear or testify without good cause when requested by the Honor Council, failing to keep information about cases confidential, supplying false information to the Honor Council and accusing a student of a violation of this Code in bad faith.

Faculty Procedures

Faculty can decide to deal with it one-on-one, or send it to the Honor Council

Options include (not limited to) a “zero” for the assignment, “zero” for the class or send to the Honor Council

A faculty member has “Ammunition” in the form of “Safe Assignment”, other software, or old fashioned “googling” of a few key words or a phrase since plagiarists do not “dig deep” for their Material. Faculty know how you write!

Mutual cooperation is a “good thing”



Procedures for Students

If the faculty member chooses (or you choose) to go through the Honor Council, the following occurs:


- Complaint – faculty member, student, or other member of the University community submits to the Secretary of the Honor Council
- Investigation
- Plea – guilty or not?
- Hearing (two types) – panel of students and faculty, or administrative hearing
- Finding – if guilty, penalty assessment
- Appeal



View the Honor Code

<http://www6.miami.edu/grad/pdf/GraduateStudentHonorCode.pdf>





Module 3: Graduate Student Handbook & Honor Code

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& HUMAN DEVELOPMENT



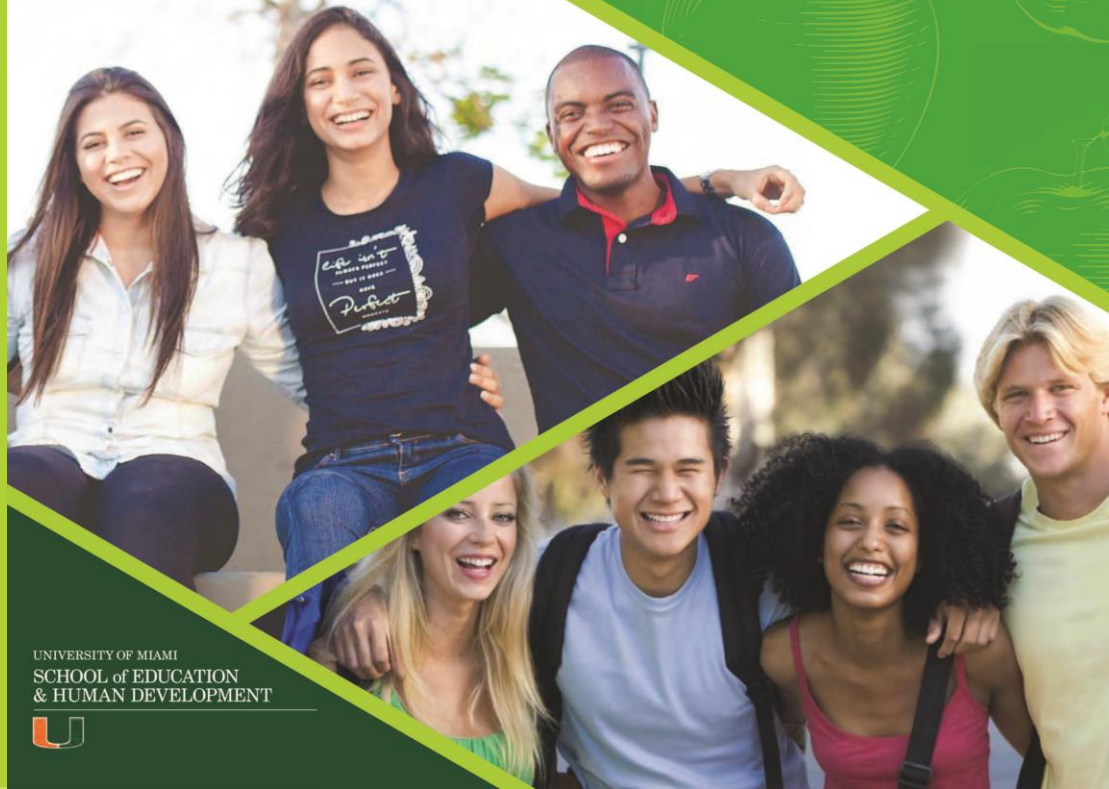
SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

HANDBOOK OF POLICIES AND PROCEDURES FOR

Graduate Students

2021/2022

[Link to SEHD Handbook of Policies and Procedures for Graduate Students](#)



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UNIVERSITY OF MIAMI
GRADUATE SCHOOL



2021-2022
GRADUATE STUDENT
HANDBOOK

[Link to Graduate Student Handbook](#)

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
HUMAN DEVELOPMENT



[Link to Graduate School Honor Code](#)



UNIVERSITY OF MIAMI
GRADUATE SCHOOL

HONOR CODE

FOR GRADUATE STUDENTS
Ensuring Academic Integrity

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
& HUMAN DEVELOPMENT





Module 4: Avoid Hassles

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[For more information click on this link](#)

To Avoid Hassles

- U Satisfy all Admissions Conditions as soon as possible otherwise a stop will be placed to prevent future course registration
- U Enroll sooner rather than later
- U Drop courses by deadlines to receive 100% refund
- U Remain continuously enrolled in Fall and Spring semesters
- U Request a Leave of Absence BEFORE the fact
- U Take care of incompletes within a year
[Access to Tuition Drop Credit Calendar](#)
[fall-2021-refund-calendar.pdf \(miami.edu\)](#)

To Avoid Hassles (cont.)

- U Follow your program of study; modify and document if necessary
- U Work with your advisor
- U Use your University of Miami email account
- U Understand how co-authorship will be determined when you work on a research project and/or manuscripts
- U Remember 9, 6, 1 (full time, financial aid, continuous enrollment)
- U Variable credit courses



SEHD – Based Tuition Waiver

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
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SEHD-based Tuition Assistance

- U Limited to approved program of study
- U Limited to a maximum number of credits, as per admission letter
- U Cannot be applied to course retake or substitution for *any* reason: incompletes, low grades, late drops
- U Does not apply to 0-credit, research in residence or similar courses
- U Must be used within five years from 1st semester of enrollment; may be longer for doctoral students in the counseling Ph.D. program



Milestones

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[For more information click on this link](#)

Milestones For Master's Degree Students

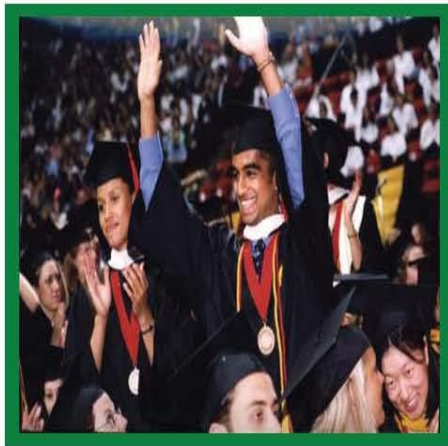
- U Submit an Approved Course Sequence Plan (CSP), before 2nd semester of enrollments
- U Culminating Experience:
 - Capstone Project or Comprehensive Exams (EPS)
 - Special Project or Comprehensive Exams (KIN)
 - Electronic Portfolio (TAL)
- U Apply for Graduation through CaneLink by the set deadline
- U Graduate and Celebrate

Degree requirements, including credit transfers from other institutions, must be completed within **six years** of the time of enrollment to graduate work.



[For more information click on this link](#)

Milestones for Doctoral Degree Students



- U Submit an Approved Program of Study, before the end of your 1st year of enrollments
- U Apply to take Qualifying Examinations
- U Apply for Doctoral Candidacy
- U Apply for graduation through CaneLink
- U Submit Defense Notice two weeks before defending dissertation
- U Graduate and celebrate

Degree requirements must be completed within **eight years** of the time of enrollment to graduate work, and/or within four years of passing the qualifying examination.

SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT (SEHD)
DOCTORAL PROGRAM REQUIREMENTS

IF YOU HAVE ANY QUESTIONS REGARDING THE BELOW SEHD DOCTORAL PROGRAM REQUIREMENTS, PLEASE CONTACT [PATTY CAPPS](#) IN THE OFFICE OF GRADUATE STUDIES AT 305-284-5663.

- | | | | |
|--------------------------|--|---|--|
| <input type="checkbox"/> | Program of Study (POS) the end of
Please see link | * | Program of Study (POS) must be approved and submitted to OGS no later than the second semester of enrollments. If your approved POS is not received, a stop will be placed on your student account, preventing you from registering for future courses. Changes to your POS should be submitted for approval on a Course Substitution form OR a revised POS. |
| <input type="checkbox"/> | Qualifying Exam (QUALS)
Please see link | * | EPS & KIN doctoral students must apply to sit the QUALS by the Fall or Spring semester deadlines. TAL doctoral students are required to submit an electronic portfolio. Please see your advisor/supervisory committee chair for details. |
| <input type="checkbox"/> | Doctoral Candidacy
Please see link | * | All doctoral students must apply for Application for Admission to Candidacy immediately after passing QUALS. At this time, you will be expected to form a dissertation committee . You must also be in good academic standing, which include a minimum 3.0 GPA and no F's or incomplete grades. Note: <i>The dissertation proposal meeting does not have to be held before applying to candidacy.</i> |
| <input type="checkbox"/> | Dissertation Proposal
Please see link | * | Immediately following the dissertation proposal meeting you must submit a signed SEHD Approval of Dissertation Proposal form with a copy of the actual proposal to Tinisha for processing. |
| <input type="checkbox"/> | Dissertation Defense Notice
Please see link | * | Prior to selecting a defense date, please check the UM academic calendar for the Graduate School's "Last Day to Defend Dissertation" deadline for graduation. Two weeks prior to your defense date you must submit the Graduate School's Defense Notice Form . Contact your departments Office Manager for assistance in reserving a room in Merrick or Orovitz to hold your defense. |
| <input type="checkbox"/> | Day of Dissertation Defense
Please see link | * | Visit the Graduate School's Electronic Theses and Dissertations (ETD) webpage for Defense Day Essentials and other important information and deadlines. Review this list and bring required documents to your defense. |
| <input type="checkbox"/> | SACs Assessment Form
Please see link | * | After a successful defense, each committee member must complete a SACs Evaluation forms . All completed forms must be returned to Kelley, by dissertation Chair, immediately after the defense. SACs forms must be in the students file when degree conferral reviews are performed or it may cause a delay. |
| <input type="checkbox"/> | Graduation
Please see link | * | In order to participate in commencement ceremonies (Fall or Spring) and for degree clearance reviews, you must apply for graduation. Applications must be submitted electronically via CaneLink by the semester's deadline. |

Note: Please visit the [Graduate School's website](#) for additional dissertation forms, deadlines and degree program requirements. All SEHD forms can be found of the School of Educations and Human Development document resources webpage at [Education.miami.edu](#)





Graduate Advisement & Registration

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
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Graduate Advisement and Registration

U Meet With Your Advisor Each Semester

- Review your **Doctoral Program of Study/Master's Course Sequence Plan**
- If applicable, discuss the process for applying for:
 - **Course Transfers** – Identical graduate courses taken at other institutions that you wish to apply
 - **Course Substitutions** – Courses in your program that you want to substitute another course taken at UM
 - **Drop/Add** – Courses you wish to drop or add
- Once you and your advisor have determined what courses you need to enroll in, she or he will remove the advising hold, which will allow you to register
- Enroll in courses through CaneLink



Certification of Admission/Conditional Admits

UNIVERSITY OF MIAMI
SCHOOL of EDUCATION
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CERTIFICATE OF ADMISSION

Date: **August 10, 2021**

Semester: **Fall 2021**

Student Name: **Jane Doe**

Email Address: **jd123@miami.edu**

Student ID: **51234567**

Degree Program: **Sport Administration (SADM_MSED)**

Faculty Advisor: **Dr. Sebastian Hurricane** Email: **shurricane@miami.edu**

To degree seeking status for:

M.S.Ed.

Ed.D.

Ph.D.

MISSING Document(s): Our records show that the following documents are missing from your admissions file. To complete your admissions file and continue registering for subsequent semesters, you must submit these documents by the end of your first semester of enrollment. *If we do not receive the required material(s) in the time allotted, your registration will be prohibited, and you may be subject to dismissal.*


- Statement of purpose
- Resume
- Official transcript from Lulu University for transfer credits

Please note that all missing documents must be turned in by the end of your first semester or a stop will be placed on your account

NOTE: A graduate degree will not be awarded until final official transcripts of all previous institutions attended are received. Please contact the Graduate Admissions Office if you have questions regarding your admission.

soegradmissions@miami.edu 305-284-2167





Module 5: Campus Life

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Canelink

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For information click on this link

CaneLink Mobile

CaneLink.miami.edu

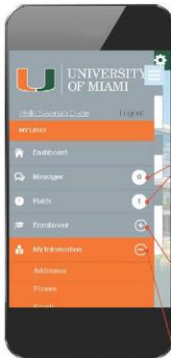


OPTIONS

Specific to a particular page. Will only display when there are applicable options.

WIDGETS

Allow users to get an at-a-glance view of some of the pages. Users can select which widgets display using **Edit My Widgets**.



ITEMS PENDING

These circled numbers will indicate when and how many items require your attention.

EXPAND

Show additional options related to this topic.

COLLAPSE

Hide additional options.

NAVIGATION MENU

MY LINKS				
Navigation Menu	Description	Student	Faculty	Advisor
Dashboard	View and access widgets available to you (e.g. Holds, What I Owe, Class Schedule).	●	●	●
Messages	Read messages from Financial Aid, Registrar's Office and other departments. Reply to and archive messages if applicable.	●		
Holds	Lets you review and resolve holds (Negative Service Indicators), such as Academic Advising holds that prevent you from enrolling in upcoming terms. May also display Positive Service Indicators, such as Dean's List.	●		
Manage Holds	Available through advisee Student Center, this feature lets you view and release holds.			●
Schedule	Shows you the classes you are taking if you are a student or the classes you are teaching if you are a faculty member. Also includes the final exam schedule. The schedule allows you to drill down to class details to view instructor, class location and even directions.	●	●	
To Dos	View outstanding To Dos. Examples include registering for orientation and confirming contact information in case of emergency.	●		
Admission	View the status of your admission application. Accept/decline Admission applications and pay deposit.	●		
Financials	Allows you to view/pay your outstanding tuition balance ("What I Owe"), view Account Activity, View Financial Aid, Accept/Decline Awards, and Review Satisfactory Academic Progress. Allow Title IV permission authorization. Enroll in monthly payment plans. Select optional fees. Set up direct deposit.	●		
Academics	View your final class grades, career/major, course history and standardized test scores. Request an official transcript.	●		
Enrollment	Look up Advisor information (name and email). Use the Course Catalog to plan your classes for your program and save them in your Planner. Use the Shopping Cart to search for classes and add classes from the Planner. Drop classes, swap classes, and view your status for waitlisted classes. Validate classes for conflicts and enroll for classes.	●		
My Information	View and update your contact information including Addresses, Phones, Emails, Emergency Contacts and Evacuation information.	●		
Edit My Widgets	Manage the widgets that appear on your dashboard.	●	●	●
Lookup Student	Search for a student by ID or name.		●	●
Faculty Class Search	Filter classes by keywords or in alphabetical order. Drill down to class details.		●	●
View Advisees	View the Student Center information screens of your advisees.			●
Class Roster	View students who are enrolled, dropped and waitlisted in the classes you are teaching.		●	
Grade Roster	View final grades for the students in the classes you are teaching. Add Final Grades		●	
PUBLIC LINKS				
Shortcuts to various public links, which are also available on the springboard, including <i>Class Search</i> , <i>Course Catalog</i> and more.				
		●	●	●



COMING SOON!

Request "What If" • Schedule Builder • View Degree Progress



Last Updated: 07/10/2017





Student/Faculty
 Faculty Only
 Advisor

Viewing the Schedule

From Dashboard

1. Click / Tap on the relevant day in the **Schedule** widget
2. Click / Tap class for more information

From My Links > Schedule

1. Click / Tap  **Schedule**
2. Click / Tap  to select **Term**
3. Click / Tap **Classes** for **Class Schedule**
Faculty Note: Button is **Teaching**
4. Click / Tap **Exams** for **Final Exams Schedule**
Faculty Note: Button is **Teaching Exams**
5. Click / Tap class for more information
6. You may click / tap  **Share** to share your schedule on social media
7. You may click / tap  **View Deadlines** to view academic calendar deadlines (e.g. Withdraw without a W)
8. Click / Tap **Room** for directions to class


Email All Students Enrolled in a Class

From My Links > Class Roster

1. Click / Tap  **Class Roster**
2. Click / Tap **Class**
3. Click / Tap  **Email Enrolled Students** to email your entire class in your default email client


View Your Advisees' Information Through Their Student Center

From Dashboard

Note: If you do not see the **View Advisees** widget on your dashboard, click  **Edit My Widgets** and verify that it is set to **Show**

1. Scroll through the **View Advisees** widget
2. Click / Tap an advisee
3. See **Viewing Advisee Information** section in next column to continue



From My Links > Lookup Student

1. Click / Tap  **Lookup Student**
2. Choose **Lookup by ID** or **Lookup by Name**
3. Complete required fields: EmplID for ID, or **First Name** and **Last Name**
4. Click / Tap **Search**
5. Click / Tap **Advisee**
6. See **Viewing Advisee Information** section in next column to continue

From My Links > View Advisees

1. Click / Tap  **View Advisees**
2. Scroll through the list of advisees
3. Click / Tap  next to an advisee
4. Click / Tap **Advisee Details**
5. See **Viewing Advisee Information** section below to continue

Viewing Advisee Information

1. Once you see the  in the upper, right-hand corner, you have left your **Advisor Menu** and are viewing a student advisee's record. This is a **view-only** mode. Please read the FERPA message on screen before you proceed.
2. View advisee information as needed. Refer to the student sections in this document for guidance as needed.
3. Click / Tap  to return to **Advisor Menu**.

Releasing a Hold

While Viewing Advisees' Information Through Their Student Center

Note: This is the only area where an Advisor can submit an action on behalf of the advisee

1. Click / Tap  **Manage Holds**
2. Click / Tap the hold in question
3. Click / Tap  **Release**



Blackboard

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[For more information click on this link](#)

Notice: If you experience troubles login in to Blackboard, try clearing the cache & cookies of your browser as shown in the links below.
[Clear Firefox Cache](#) | [Clear Chrome Cache](#) | [Clear Safari Cache](#) | [Clear Edge Cache](#)



Blackboard
learn⁺_{TM}

www.miami.edu/blackboard

LOGIN WITH CANE ID

LEARNING PLATFORMS HELP DESK

🕒 7 DAYS A WEEK 9AM - MIDNIGHT 📞 305-284-3949 ✉ learningplatforms@miami.edu 📝 [Create Incident](#) ? [FAQ](#)

Due to high call volume, please be sure to leave a voicemail and we'll get back to you as quickly as we can.

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Parking @ UM

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[For more information click on this link](#)

Parking @ UM

U Parking Permit

- All vehicles on campus must be registered with the Department of Parking and Transportation Services, 7-days a week, 8:00 a.m. through 11:00 p.m. All vehicles must park head-in only and register the vehicle license plate with the university's parking system.
- To apply for your UM parking permit visit <http://pt.fop.miami.edu/campus-parking/students/index.html>





Cane Cards

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[For more information click on this link](#)

Cane Cards

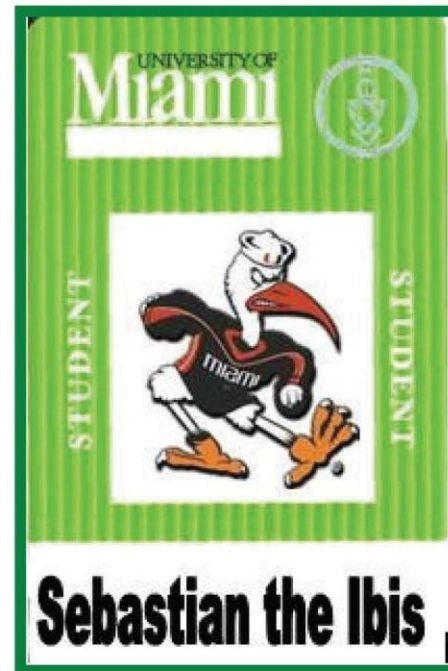
Cane Cards

- Cane cards are available in the Department of Parking and Transportation, located on the 1st floor of the McKnight Building, 5807 Ponce De Leon Blvd. A valid photo ID is required to obtain a Cane Card.

Monday – Friday

8:30 a.m. – 5:00 p.m.

<https://canescentral.miami.edu/canecard/index.html>





Module 6: Student Health Center

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Student Health Insurance

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[For more information click on this link](#)

Health Insurance

www.miami.edu/student-health

Student Health Insurance Rate 2021-2022

\$3,930 for domestic and international students. Domestic students taking 6-credit hours or more, or considered full time if enrolled in a 700/800 level class, must pay for the University's Health Insurance.

Domestic students with adequate alternative health insurance can submit a cancellation of the insurance fee in [CaneLink](#).



Immunization Records

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[For more information click on this link](#)

Immunization Records

www.miami.edu/student-health

U Immunization Records

July 15 was the deadline for new students to provide proof of immunization against measles, mumps, rubella, tetanus, diphtheria and pertussis, hepatitis B and meningococcal meningitis. If proof was not provided to Student Health before July 15, student will be charged a \$50 late fee. If you don't have proof, call the Student Health Center at 305-284-5933 and take a blood test (there is a fee). **Your registration may be cancelled if you are not compliant with the University's immunization requirements.**

International students must also provide proof of immunization against tuberculosis (TB).



Module 7: Student Resources

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University Fees (Mandatory & Optional)

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[For more information click on this link](#)

Mandatory and Optional University Fees

ACTIVITY FEE \$46 - Mandatory for full-time (FT) students & Optional for part-time (PT) students

STUDENT HEALTH & COUNSELING CENTER FEE \$202 - Mandatory for all students

ATHLETIC FEE \$102 - Optional for full-time (FT) & part-time (PT) students. If desired, must request at the Office of Student Account Services

WELLNESS CENTER FEE \$163 – Automatically charged unless declined within first week of classes each semester. Optional for part-time (PT) students.

STUDENT CENTER COMPLEX FEE \$190 full-time (FT), \$95 part-time (PT) students.
Mandatory for all students

<https://bulletin.miami.edu/general-university-information/university-policies/financial-payment-policies/tuition-fees/>



Important Dates

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Fall Semester 2021

Important Dates

- U AUGUST 23** - Late registration fees in effect (Classes Begin)
- U SEPTEMBER 1** - Last day for registration and to add a course
- U SEPTEMBER 8** - Last day to drop a course without a “W”
(Last day to drop with 100% refund)
- U OCTOBER 26** - Last day to drop a course with a “W”

Dates are subject to change. For all important dates access

[Academic Calendar.](#)

[fall-2021-refund-calendar.pdf \(miami.edu\)](https://www.miami.edu/academic-calendar/fall-2021-refund-calendar.pdf)



Spring Semester 2022

Important Dates

- U JANUARY 18** - Late registration fees in effect (Classes Begin)
- U JANUARY 26** - Last day to register and add a course
- U FEBRUARY 2** - Last day to drop class without a “W”
- U MARCH 22** - Last day to drop a course with a “W”

Dates are subject to change. For all important dates access the UM [Academic Calendar](#).



Useful Websites

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Useful Websites

- **CaneCentral**

<https://canescentral.miami.edu/>

- **Covid-19 Response**

<https://coronavirus.miami.edu/fall-2021-plan/index.html>

- **Counseling Center**

<https://counseling.studentaffairs.miami.edu/>

- **Emergency Preparedness for Hurricanes**

<https://prepare.miami.edu/>

- **Financial Assistance**

<https://finaid.miami.edu/>

- **Graduate Activity Fee Allocation Committee**

<https://gafac.miami.edu/>

- **Graduate Student Association (GSA)**

<https://www.um-gsa.org/>

- **Multicultural Student Affairs**

<https://msa.studentaffairs.miami.edu/>

- **Parking & Transportation**

<http://pt.fop.miami.edu/>

- **Richter Library**

<https://library.miami.edu/>

- **Student Accounts**

<https://osas.miami.edu/>

- **Student Health Center**

<https://studenthealth.studentaffairs.miami.edu/index.html>

- **Wellness & Recreation**

<https://wellness.studentaffairs.miami.edu/>

Final Thoughts: The SEHD

Education

Education should be a tool for transformation. For individuals. For communities.

Human Development

Building on the well-laid foundation of integrating educational, psychological, and physical wellbeing into formal education.



Final Thoughts: Our Departments

Educational & Psychological Studies

We generate knowledge and prepare reflective leaders, researchers, methodologists, and practitioners to improve psychological, educational, and community well-being.

Kinesiology & Sport Sciences

Located in one of the country's leading sports regions, the University of Miami is uniquely qualified to provide students at the University of Miami a dynamic educational experience.

Teaching & Learning

We prepare the next generation of teachers, teacher educators, researchers, and practitioners to improve education for *all* students.

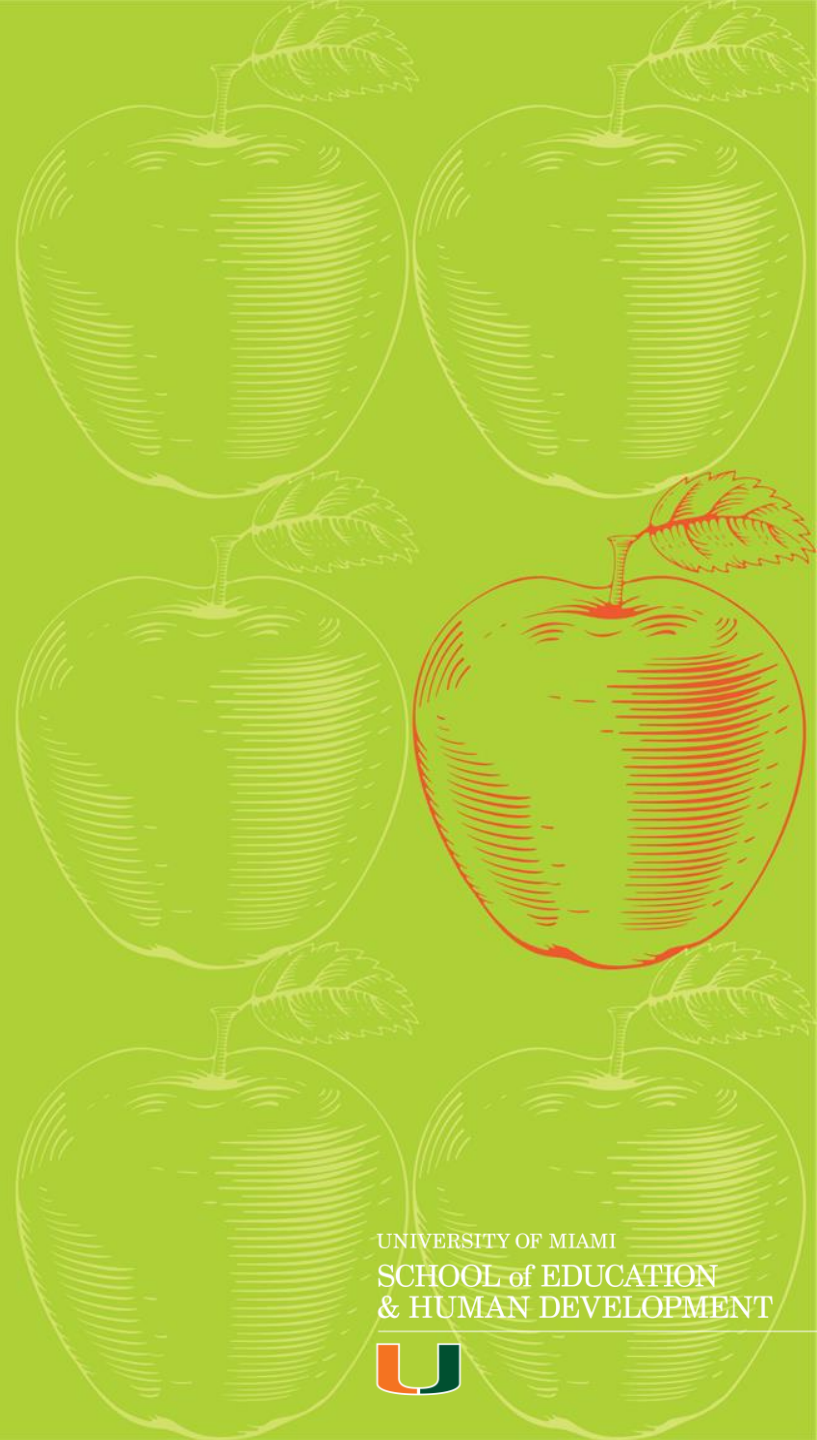




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THANK YOU!



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