

# GRADUATE STUDENT **HANDBOOK**

UNIVERSITY OF MIAMI  
GRADUATE SCHOOL

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## Message from the Dean

Welcome to the University of Miami! We are delighted that you decided to pursue your graduate education with us.

At the Graduate School, we are committed to your professional development, your intellectual growth, and your success. Our goal is to develop innovative scholars, inspiring educators, and transformative leaders that can be agents of change in our global community.

The Graduate School is also an advocate for graduate students on campus. Our commitment to you is that you have the very best graduate experience possible, and that you develop competencies that will serve you in any professional context. As such, we offer university-wide programming for graduate students on strengthening leadership, written and communication skills; excellence in pedagogy; and responsible conduct for research. We also foster opportunities for graduate students to learn about team science and on working with others across disciplines.

I encourage you to visit the Graduate School website, connect to our social media, review our calendar of events, and become an active member of the University of Miami Community.

Please feel free to e-mail ([graduateschool@miami.edu](mailto:graduateschool@miami.edu)) or call (305-284-4154) my office if we can be of assistance during your time here. My staff and I are committed to ensuring that you have the very best experience at UM, and we welcome your feedback on ways to improve your graduate education experience.

I look forward to staying in touch and to seeing you on campus.

Guillermo ("Willy") Prado, Ph.D.  
Dean of the Graduate School  
University of Miami  
August 2017



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## HANDBOOK

The Graduate Student Handbook is an excellent resource for all graduate students at the University of Miami. It may be used as a point of reference for incoming and continuing students. The Handbook describes policies and procedures pertaining to the Graduate School and graduate study at the University of Miami that are set forth in the [Academic Bulletin](#). It is the student's responsibility to be aware of and comply with all policies, procedures and deadlines. Although the Handbook contains general information, students should be aware of regulations and policies that directly pertain to individual graduate programs, as many programs have additional requirements of their own, as well as a program handbook.

## ABOUT THE GRADUATE SCHOOL

The Graduate School is the administrative body overseeing all master's and doctoral programs.

### MISSION AND GOAL STATEMENT

The mission of the Graduate School is to promote graduate education, scholarship and research; to support individuals, departments and programs in the pursuit of excellence; to foster innovative, multidisciplinary, and interdisciplinary activities; and to maintain high ethical and academic standards in graduate studies.

The standards of study and conduct in the Graduate School are high. They are not set and maintained by the Graduate School but rather by the faculty who determine the standards for their individual program. The Graduate School through its Council sets no course requirements for a degree. It does set certain general residence, grade and examination standards. Fundamentally, the Graduate School delegates responsibility to the student and his/her program. Within this broad responsibility the recommendation for the degree rests with the Committee.

### GRADUATE SCHOOL STAFF

|   |                               |
|---|-------------------------------|
| Dean of the Graduate School               | Dr. Guillermo ("Willy") Prado |
| Associate Dean                            | Dr. Tatiana Perrino           |
| Director of Education                     | Dr. Tiffany Plantan           |
| Executive Assistant to the Dean           | Maria Torres                  |
| Associate Director of Programs            | Doreen Yamamoto               |
| Assistant Director of Programs            | Tyrone Henry                  |
| Communications Specialist                 | Laura Lopez Ramos             |
| Executive Director of Business Operations | Ana Paneda                    |
| Secretary                                 | Stephanie Gonzalez            |

## ACADEMIC CALENDAR

The [Academic Calendar](#) is maintained by the University Registrar and is the official record of academic instruction. There is an academic calendar for each academic semester (fall, spring, summer) and for both on-campus and UOnline graduate programs. The academic calendar contains information on the first day of classes, readmission deadlines, registration and withdrawal deadlines, final exam periods, and more.

## GENERAL ACADEMIC REQUIREMENTS AND REGULATIONS

All graduate work (except for the master's degree in Law, J.D. in Law, and M.D. degree) at the University of Miami is under the direction of the Dean of the Graduate School and the Graduate Council.

All graduate students at the University of Miami are subject to the general standards and requirements of the University and its various programs in regard to attendance, examinations, payment of fees and conduct, as well as to the specific requirements of the Graduate School. The graduate student is expected to assume the initiative in completing all requirements in the time specified.

Admission requirements are described in the [Academic Bulletin](#) of the Graduate School, and may be obtained from the individual department or program. Information also is available on the [Graduate School website](#).

Application forms are distributed by and processed through the various Schools and Colleges. Visit the [Apply page](#) on the Graduate School's website for the application procedures for on-campus and online graduate programs.

Prospective students should note that "graduate study" means an integrated program of advanced, specialized study, based on an undergraduate major and/or adequate background, presupposing academic and personal maturity, and making much more than average demand upon the industry, initiative and scholarship of the student. The term must be distinguished from "post-graduation study" which means merely that courses, not necessarily of graduate level, are taken after the student has received a bachelor's degree.

To preserve its ideals of scholarship, conduct, and character, the Graduate School reserves the right and the student by his/her registration concedes the right to require the withdrawal of any student for any reason deemed sufficient by the Graduate School at any time.

## TIME TO COMPLETION

Time to completion starts when a student begins any program in the Graduate School, whether it be a master's or doctoral program. All work must be completed within six years of the time of admission to graduate work, for those studying for the various master's degrees; and within eight years for those studying for doctoral degrees. For those admitted directly into a Ph.D. program without a master's degree in that field, work must be completed within eight years. Individual programs may set a shorter time period. Exceptions to the time to completion policy may be granted by the Dean of the Graduate School at the request of the [Graduate Program Director](#).

## REQUIREMENTS FOR ADMISSION APPLICATION

1. The completed application form.
2. Official transcripts of all college work, both undergraduate and graduate.
3. The official score report of the appropriate entrance examination.

**GRE** All applicants must submit recent (within five years) Graduate Record Examination (GRE) scores which include:

- 1) the aptitude portion (verbal and quantitative);
- 2) the most relevant advanced test in the major field if required by the program. GRE scores are valid for five years after the test date.

**GMAT** Applicants for the Master or Ph.D. of Business Administration, the Master of Professional Accounting, the Master of Science in Management Science (Operations Research/Applied Statistics), or Taxation must submit the Graduate Management Admissions Test (GMAT) scores. GMAT scores are valid for five years after the test date.

**TOEFL/  
IELTS** International applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) and the GRE. TOEFL and IELTS scores are valid for two years after the test date.

4. Letters of recommendation sent directly to the [Graduate Program Director](#) of the academic program.
5. Other requirements may be required/requested by individual programs. Contact the specific program to which you are applying for their requirements, or for exemptions from the entrance examination.
6. Application fee of \$65 for all graduate programs except master's and doctoral programs in the Frost School of Music, which have an \$85 application fee.
7. All materials and the fee should be sent directly to the School or academic department as indicated on the application.

Materials submitted in support of an application cannot be released for other purposes nor returned to the applicant.

## REGISTRATION

Graduate students can register on the first day of registration and through the registration period. For more information on registration, students should contact their respective School or College. Registration periods can be located in the [Academic Calendar](#).

## FULL-TIME STUDY

The categories of full-time students include:

1. Graduate students taking 18 or more graduate credit hours during the calendar year (nine credit hours in a regular semester or six credit hours in a summer semester. In online programs, six credit hours in each regular semester and six credit hours during the summer.)
2. Graduate teaching and research assistants taking 16 or more graduate credit hours during the calendar year (eight credit hours in regular semester or six credit hours in a summer semester).
3. Graduate students enrolled in any course numbered 800 or above, i.e., any 800-level course required for the completion of the degree.
4. All MBA for Executive and Professional students are considered full-time.

In all cases, determination as to whether or not a student is in full-time study is the privilege of the Dean of the Graduate School.

The maximum number of credit hours allowed for full-time study is 12 for each semester and six for each summer semester.

Exception to this policy can only be made by the Dean of the Graduate School or his/her designee and requires a signed recommendation from the [Graduate Program Director](#).

For thesis and dissertation students, full-time registration is required during the semester or summer session in which a candidate defends the thesis or dissertation. Students who wish to have this requirement waived must have a written request provided to the Graduate School by the Dean of their respective College or School, or the Dean's designee.

No full-time faculty member may be a full-time student, whether or not working toward a degree. Nor may a full-time student be a full-time faculty member.

No full-time student will be a principal investigator in any grant or contract, whether in name or fact. And no principal investigator will be a full-time student.

Exceptions to these rules may be made in cases in which students are encouraged to apply individually for small research grants that are consistent with and contribute to their field of study and their dissertation work, and, in certain programs, in which students in a terminal degree status are obliged, as a part of their degree program, to teach as de facto faculty members. (Note: Faculty from the School of Nursing and Health Sciences and from the Physical Therapy program are permitted to pursue doctoral degrees in their home program/school.)

#### **RECENCY/VALIDATION FOR OVER-AGED CREDITS**

Graduate credit hours transferred from another university may not be applied toward a graduate degree at the University of Miami if their age at the time of acceptance into the University of Miami program exceeds six years. On an individual basis, students may be permitted to validate over-aged credit hours by examination, with program approval.

## GRADUATE GRADING

### SCALE/QUALITY POINTS

| Grade     | Description  |
|-----------|--|
| <b>A</b>  | Excellent accomplishment   |
| <b>B</b>  | Good accomplishment  |
| <b>C</b>  | Fair, but below that expected of graduate students (C- is the lowest passing grade. Some programs may require higher standards.).  |
| <b>S</b>  | Symbol used for acceptable (U-unacceptable) thesis, dissertation, practicum, and internship credit hour. It may be used for regular courses under special circumstances with the prior approval of the instructor, department chairman, and the Dean of the Graduate School. The Graduate School considers a grade of "S" to indicate a minimum of a 3.0 GPA in a graduate course if a student has taken no prior coursework on the graduate level. A grade of "S" reflects that a student is in good academic standing.   |
| <b>D</b>  | Poor (not acceptable for credit hour toward the advanced degree).  |
| <b>F</b>  | Failure  |
| <b>W</b>  | Course dropped prior to the last day for withdrawing from classes as published in the official calendar of the university. Courses dropped after last date must have approval of Dean of Graduate School. Credit hour can be earned only by successful repetition of the course.   |
| <b>I</b>  | Incomplete work in passing status with the instructor's permission to complete the course. (Not to be used for thesis or dissertation credit hours). The "I" should be changed to a letter grade within one (1) calendar year after it is given, unless the Academic Dean of the student's primary school or college and the Dean of the Graduate School approve the delay. If the "I" is not changed within one year, credit hour can be earned only by successful repetition of the course. (Note: Fellowships and financial aid may be withdrawn if there is an excess accumulation of "I"s on a student's transcript). |
| <b>NG</b> | Symbol assigned by Enrollment Services indicating that the instructor has not yet reported the student's grade. For a student to receive credit hour for the course, the instructor must report a passing grade prior to the student's graduation.   |

An average of B (3.0) is required for a graduate degree, and no "D" credit may be counted toward the degree. All work leading to the graduate degree and taken as a graduate student will be counted in computing the quality point average, including courses graded "D".

No transferred credits are calculated into the University of Miami G.P.A.

Quality points are awarded as follows:

| Grade     | Quality Points |
|-----------|----------------|
| <b>A+</b> | 4.00           |
| <b>A</b>  | 4.00           |
| <b>A-</b> | 3.70           |
| <b>B+</b> | 3.30           |
| <b>B</b>  | 3.00           |
| <b>B-</b> | 2.70           |

| Grade | Quality Points |
|-------|----------------|
| C+    | 2.30           |
| C     | 2.00           |
| C-    | 1.70           |
| D+    | 1.30           |
| D     | 1.00           |
| F     | 0.00           |

The quality point average is then determined by dividing the total of quality points earned by the total of credits attempted. The symbols “S”, “W”, and “I” are not counted as credit attempted.

## WITHDRAWALS

Withdrawals, either from individual courses or from a graduate program, should be processed through the office of the Dean of the School or College of the student’s program. Students who wish to officially withdraw from joint or dual degree programs should consult the office of the Dean of the School or College for both disciplines. The date of withdrawal is that on which the student notifies the office of the Dean or the date of receipt of a letter requesting withdrawal. No withdrawal from the University is official until the student has consulted with the Dean of his/her school or college and has completed the necessary forms.

Students wishing to officially withdraw from the University of Miami must provide the Office of the Registrar notification of their intent to withdraw. Initial notification may be made in person, in writing, by fax, or by telephone. This notification will be recorded and used for notification purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification.

Students must also follow the required process as set forth by their school/college for withdrawing from courses. This process often requires that a signature from a Dean or the Dean’s representative be obtained on a Change of Course form. In some cases, students can complete the Change of Course form (hard copy or through the [CaneLink system](#)) without an approving signature. Change of Course forms must be submitted to the Office of the Registrar for final processing/review.

To officially withdraw from the MBA Program or Master of Science in Professional Management program, students must inform the Office of Graduate Business Programs in writing prior to the beginning of a course/term. Tuition will be refunded on a prorated basis based on the number of class meetings attended. No tuition refund will be granted when class attendance has exceeded 50 percent of class meetings. For more information contact the Office of Graduate Business Programs, (305) 284-2510, [mba@miami.edu](mailto:mba@miami.edu), Jenkins Building #221, Coral Gables.

## Military Withdrawal

Tuition refunds of 100 percent are granted to students who withdraw due to military service, provided they do not receive credit hour for the course (see below under “Credit Hour for Courses After the 12th Week of the Semester”).

If you receive federal financial aid and withdraw before you complete 60 percent of the semester, a pro rate calculation will determine the amount of financial aid you have earned. It is based on the amount of time you were enrolled. This calculation is independent of any charges incurred at the university.

## Credit Hour for Courses after the 12th Week of the Semester

The following statement of policy was adopted by action of the Academic Deans' Council April 14, 1967:

1. On recommendation of the Dean of the School or College, students who withdraw after the 12th week of the semester because of official orders to active duty with the Armed Forces of the United States may be awarded credit in any course in which they have achieved a C or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment on the basis of previous work in the course by awarding an appropriate grade. Accomplishment of less than C should be entered on the permanent record as a withdrawal without prejudice (W).
2. Credit granted for a course under this policy should count toward graduation.
3. There should be no refund of tuition for courses for which credit has been granted. Refunds of courses not awarded credit should be on the same basis as complete withdrawals for military service.
4. The above recommendations are procedures for determining the awarding of credit and do not release the student from the usual withdrawal procedures.

Veterans and children of deceased or totally disabled veterans attending the University as students under the government's educational benefits bills must also clear their withdrawal with the main campus Veterans Affairs Officials in the Office of the Registrar.

## REPEATING COURSES

A student may repeat a course in which a failing grade was earned, but the repetition of the course will not eliminate the previous grade from the record. A course may be repeated only once unless written authorization is provided by the Dean of the Graduate School. All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade (as determined by the program advisor) was earned is repeated and the repeat grade is a "C-" or higher, the number of credit hours required for graduation will be increased by the number of credit hours repeated.

Please note that there is a repeat rule that applies specifically to graduate students in the School of Business Administration. Refer to the [Academic Bulletin](#) for details.

## COURSES OF STUDY AND DEGREE (MASTER'S AND DOCTORAL) REQUIREMENTS

### THE DOCTORAL DEGREE

**(For Ph.D., D.M.A., and Ed.D. candidates only)**

#### Requirements

The Graduate School does not specify course requirements for the Ph.D. However, the Graduate School will not, ordinarily, approve the taking of the qualifying examination until the student has had a minimum of one continuous academic year of graduate work in courses, seminars, and directed or tutorial study. 60 credit hours beyond the baccalaureate degree are the minimum requirement for the Ph.D., and not less than half of the total credit hours must be in work open only to graduate students. At least 24 must have been taken in residence at the University of Miami. A minimum of 12 dissertation credit hours must be taken. Graduate students studying for the Ph.D. who have received their master's degree in the same field must take at least twenty-four (24) hours in residence at the University of Miami in doctoral status.

The specific course requirements for the Ph.D. are established by the major department or program which may require such additional graduate credit hours as it deems necessary. Such requirements will be found in that part of the Bulletin which lists course offerings.

### **Registration and Continuous Enrollment**

To maintain status as a graduate student, registration in each fall and spring semester is required. Otherwise, admission lapses and readmission must be granted. Doctoral students for whom course work is no longer appropriate should consult their program for registration guidance.

### **The Supervisory and Dissertation Committees**

A supervisory committee is usually appointed when a student is formally admitted to a doctoral program. For the dissertation/doctoral essay/lecture recital essay committee a student needs no less than four members. The committee chair must be Regular Faculty from the student's program of concentration (this includes secondary appointments). In addition to the chair, two members must be Regular Faculty or have Graduate Faculty status in the student's program of concentration. The fourth member must be an outside member. "Regular Faculty" are faculty having tenured or tenure-earning appointments of a program or department. A thesis or dissertation committee cannot be chaired by a person unless they hold a higher or equivalent degree as the candidate for the graduate degree. Exceptions to the committee composition may be approved by the [Graduate Program Director](#) (or Chair of the Department) and Dean of the Graduate School. A department, program, or school/college may require additional members.

This committee is nominated by the chairperson of the program concerned. It is appropriate for the chairperson to consult with the student regarding the membership of the committee. The supervisory committee is empowered to plan the course of study for the student; to determine deficiencies, if any; to set language and other requirements; to request applicable transfer of credit hour where appropriate and to make up and administer the qualifying examination.

When the student is admitted to candidacy, a dissertation committee is formed. This may be the supervisory committee, but it may also be a committee formed anew to undertake the duties of advising and passing upon the dissertation. The dissertation committee is nominated by the department or program concerned, and appointed by the Graduate Program Director and approved by the Department Chair. As with the supervisory committee, it must be comprised of at least four members; this includes the committee chair, who shall be a member of the program or department of concentration, as well as a permanent member of the Graduate Faculty. Of the remaining members, it is also required that two shall be members of the program or department of concentration, as well as permanent members of the Graduate Faculty, and one from outside the program or department of concentration. A program may require additional members. The duties of the Dissertation Committee are:

1. To consult with and to advise students on their research;
2. To meet, at regular intervals, to review progress and expected results;
3. To read and comment upon the draft dissertation;
4. To meet, when the dissertation is completed, to conduct the final oral examination and to satisfy itself that the dissertation is a contribution to knowledge and that it is written in lucid and correct English and submitted in approved form.

No student gains the right to be recommended for the degree simply by fulfilling requirements. This right is reserved to the student's committee. Changes of committee members must be approved by Graduate Program Director, and submitted to the Graduate School.

## Qualifying Examinations

A written qualifying examination is to be taken by each doctoral degree (Ph.D., D.M.A., D.N.P, D.P.T., Ed.D.) candidate at the time that the student and the supervisory committee deem appropriate. The major program may specify that its students must take an oral examination as well. In those cases, normally, the student shall pass the written examination before the oral examination is conducted. Upon completion of the examination process, the supervisory committee shall notify the Graduate School and the instructional school or program that the student has passed or failed the examination. A student who fails the examination will be given one opportunity to retake it with the permission of the supervisory committee. After a qualifying exam is failed for a second time, the student is terminated from the program. Some programs do not administer qualifying examinations during the summer months. Check with the Graduate Program Director for specific program requirements.

## Admission to Candidacy: Required for Doctoral Students

When the student has met all requirements and passed the qualifying examinations, admission to candidacy for the degree is approved. No student may receive the degree in the same semester or summer session in which he or she is admitted to candidacy. The student must be admitted to candidacy before the defense of dissertation is scheduled. A graduate student who has been admitted to candidacy for the Ph.D./Ed.D./D.M.A. degree must complete the Application for Admission to Candidacy form, available on the [Forms page](#) of the Graduate School website. If there are any changes to the doctoral committee after this form is submitted and processed the first time, a new Application for Admission to Candidacy form must be submitted.

## Final Examination

A final public oral defense of the dissertation is required. Refer to the [Academic Calendar](#) for the deadline regarding dissertation defense for each graduation. Graduate programs set the specific requirements and format of the defense. Please contact your Graduate Program Director for details.

## Dissertation, Doctoral Essay, or Lecture Recital Essay

A student must take a minimum of 12 credit hours of dissertation research except where otherwise stated. Not more than 12 credit hours of research may be taken in a regular semester, nor more than six in a summer session.

Ph.D., D.M.A., and Ed.D. degree students must defend their dissertation, doctoral essay, or lecture recital essay by the deadline specified in the Academic Calendar and on the [ETD website](#), upload one Dissertation Editor-approved PDF conforming in style to the standards set by the Graduate School to the ETD database, and submit final paperwork to the Graduate School by the last day of exams in the semester the student wishes to graduate. Final paperwork includes one certificate of approval of oral defense of dissertation signed by all members of the Committee, one Signature page from the dissertation document signed by all committee members, and one ETD Availability Agreement form signed by the student and Committee Chair. All three forms are available on the Forms page of the Graduate School website.

The candidate is well advised to have a final, acceptable typescript of the dissertation in the hands of each member of his/her committee a minimum of two weeks prior to the defense. It is recommended that students begin the process early in the semester by discussing with their advisors a suitable timetable for meeting these deadlines. All information pertaining to the formatting and electronic guidelines for electronic thesis and dissertation submission can be located on the ETD website. It is the duty of the student to acquire a copy of the guidelines for preparing theses and dissertations and to conform to the requirements therein. All dissertations are also published by ProQuest/University Microfilms, Inc. The Graduate School encourages students to contact the Dissertation Editor (Doreen Yamamoto, Associate Director of Programs) early in the semester at [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu) if they have questions regarding any aspect of the ETD process.

The dissertation may be written in a language other than English at the recommendation of the dissertation committee and with the approval of the program and the Graduate School. Graduate School approval will be determined on a case-by-case basis. The Dissertation Chair will submit a memorandum from the Department Chair to the Dissertation Editor (Doreen Yamamoto, Associate Director of Programs) together with the student's application for admission to candidacy explaining why it is both relevant and appropriate for the dissertation research to be written in a language other than English. Acceptable "relevant and appropriate" reasons for writing the dissertation in a language other than English include, but are not limited to: relevancy to research where presentation in a non-English language expands knowledge of that language; relevancy where the loss or weakening of the research's meaning and impact if primary data, e.g., interviews, are translated into English; or appropriateness where the majority of the bibliographic sources, references, and potential outlets for future publication are anticipated to be in that language other than English. Both the memorandum and the application for admission to candidacy form must be submitted to the Graduate School at the same time. In some cases upon review of the memorandum, the Graduate School may determine that the student will also be required to submit an English translation of the non-English dissertation. For all approved cases, an abstract in English should be included in the final dissertation.

## **THE MASTER'S DEGREE**

The minimum residence requirement is two semesters in full-time study or the equivalent in part-time work. In practice, most students need at least three semesters, or two semesters plus summer work, to complete degree requirements.

### **Comprehensive Examinations**

In most master's programs (and in some doctoral programs) a comprehensive examination, either written, oral or both, is a requirement. When the thesis is not a part of the program, an examining board, at least one of whose members must be a regular member of the Graduate Faculty, will be appointed by the program.

A student failing the comprehensive may be allowed one opportunity to retake it if the student's committee so advises. The re-examination may not be taken during the same semester or summer session, and must be taken within one calendar year.

### **Thesis**

Decision as to the thesis subject must be approved by the program. The thesis committee will consist of not less than three members. The committee chair must be Regular Faculty from the student's program or department of concentration (this includes secondary appointments). In addition to the chair, one of the remaining members must also be Regular Faculty or have Graduate Faculty status in the student's program or department of concentration; the third member must be an outside member. "Regular Faculty" are faculty having tenured or tenure-earning appointments of a program or department. A thesis or dissertation committee cannot be chaired by a person unless they hold a higher or equivalent degree as the candidate for the graduate degree. Exceptions to the committee composition may be approved by the Chair of the Department and Dean of the Graduate School. A program may require additional members.

The committee is nominated by the [Graduate Program Director](#) of the program concerned. The duties of the thesis committee are similar to those of the dissertation committee. The student who presents a thesis must enroll for at least six credit hours of thesis. Ordinarily no more than six credit hours may be granted.

When a student has completed coursework, it is recommended that those students in programs requiring a thesis discuss with their advisor a suitable topic and form a committee per guidelines noted above.

Master's degree students who are required to write a thesis must defend their thesis by the date specified in the [Academic Calendar](#) and on the [ETD website](#), upload one Dissertation Editor-approved PDF conforming in style to the formatting standards set by the Graduate School to the ETD database, complete any online requirements, and submit final paperwork to the Graduate School on or before the last day of exams in the semester the student wishes to graduate. Final paperwork includes one certificate of approval of oral defense of thesis signed by all members of the Committee, one Signature page from the thesis document signed by all members of the committee, and one ETD Availability Agreement form signed by the student and Committee Chair. The forms are available on the Forms page of the Graduate School website.

It is the duty of the student to acquire a copy of the guidelines for preparing theses and to conform to the requirements therein. It is recommended that students begin the process early in the semester by discussing with their advisors a suitable timetable for meeting these deadlines. The Graduate School also encourages students to contact the Dissertation Editor (Doreen Yamamoto, Associate Director of Programs) early in the semester at [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu) if they have questions regarding any aspect of the ETD process.

### **Final Examination**

A final public oral defense of the thesis is required. However, none but the members of the thesis committee may interrogate the candidate. In addition there may be required, if desired by the program, a final written integration examination to test the candidate's ability to integrate the whole graduate program and the thesis in relation to it. These examinations must be held at least two weeks prior to commencement.

For specific information regarding the guidelines for the School of Business Administration, the Miller School of Medicine, Rosenstiel School of Marine and Atmospheric Science (RSMAS) or the School of Law, please view the [Academic Bulletin](#) or visit their respective websites.

## **ELECTRONIC THESES AND DISSERTATIONS (ETD)**

Theses and Dissertations are to be submitted electronically. Electronic Theses and Dissertations (ETD) is a technological advanced program that allows graduate students to disseminate their ideas. ETD stores theses and dissertations in a format that is suitable for machine archives, allowing for worldwide retrieval. This program is a joint effort between the Graduate School and the University of Miami Libraries.

Master's thesis, Ph.D., Ed.D., or D.M.A. degree students must defend their thesis, dissertation, doctoral essay, or lecture recital essay by the date specified in the Academic Calendar and on the ETD website, upload one Dissertation Editor-approved PDF of the final manuscript to the ETD database, and submit final paperwork to the Graduate School on or before the last day of exams in the semester the student wishes to graduate. It is recommended that students begin the process early in the semester by discussing with their advisors a suitable timetable for meeting these deadlines. All information pertaining to the formatting and electronic guidelines for electronic thesis and dissertation submission can be located on the ETD Website. The Graduate School also encourages students to contact the Dissertation Editor (Doreen Yamamoto, Associate Director of Programs) early in the semester at [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu) if they have questions regarding any aspect of the ETD process.

Graduate students can elect to withhold download of their electronic thesis or dissertation for up to two years before the work is available for open access for download from the University of Miami's [Scholarly Repository](#). The metadata for all theses and dissertations regardless of the availability option elected (i.e., open access, UM campus only, or embargo) will

be immediately available for viewing in the university's Scholarly Repository after the Dissertation Editor (Doreen Yamamoto, Associate Director of Programs) has approved and released the thesis or dissertation to the repository. If embargo is elected by the student, the existence of the student's information page will appear in the Scholarly Repository right away displaying title, defense date, abstract, committee, keywords, etc., but the PDF of the electronic thesis, dissertation, doctoral essay, or lecture recital essay will not be downloadable until the term of embargo elected has expired. After the elected embargo period has expired the electronic thesis or dissertation will be released for open access in the Scholarly Repository. Students requesting embargo should carefully review the details of embargo election described in the ETD Availability Agreement form available on the [Forms page](#) of the Graduate School website to ensure they fully understand the terms of access for their embargoed work.

## **ETHICS, STUDENT RIGHTS AND RESPONSIBILITIES**

Graduate students agree to abide by the [Graduate Student Honor Code](#).

The University of Miami expects all graduate students to adhere to the highest standards of ethics and academic integrity. All forms of academic fraud are strictly prohibited. These include, but are not limited to, plagiarism, cheating, collusion, falsification, violation of professional ethics or misrepresentation of research data. Students certify that all work (whether an examination, dissertation, thesis, research paper, research project, form of creative expression, experimental data, or any other academic undertaking) submitted for evaluation, presentation, or publication meets these standards. Additionally, graduate students are expected to respect and appreciate the diversity of the community and to respect the rights of others, be they property, privacy, opinion, or expression. Any student found to be in violation of these standards is subject to disciplinary actions by the student's program and/or the Graduate School through the process described in the Graduate Student Honor Code. All graduate students are bound by the rules and regulations of the University of Miami that apply to them.

## **GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS**

The Graduate School can provide guidance on addressing graduate student concerns or grievances that have not been addressed at the individual school or college level. Grievance or appeals procedures vary depending on the nature of the concern. The University Ombudsperson may also be consulted. It should be noted that the Graduate School expects an appeal to have gone through the program or department and then the School's or College's Academic Dean prior to its being heard by the Graduate School. For more information, please refer to the Academic Bulletin (see "Graduate School Grievance Guidelines" and "Graduate Student Grade Appeals" sections.)

## **REQUIREMENTS FOR COMMENCEMENT**

It is the responsibility of the student to apply for graduation through [CaneLink](#) during the student's final semester before the deadline date communicated by the Office of the Registrar and the Graduate School. These dates are published in the [Academic Calendar](#).

Students who previously applied for graduation but did not receive the degree must repeat the application procedure. Deadlines for the commencement program are firm. Students may walk in the graduation ceremony, but the program will

indicate “in progress” if information is missing. Students will be degree candidates until they have been cleared by the Graduate School.

Graduation ceremonies are held in May and December only. Those completing degree requirements during the fall, spring or summer sessions may, if they wish, participate in the graduation ceremonies of the previous or following May or December. Students receiving Ph.D., D.M.A., D.N.P, D.P.T, or Ed.D. degrees who are participating in the hooding ceremony and all master’s students marching in the graduation ceremony must have the approval of the graduate advisor, director, or appropriate person in the program to participate in the ceremonies.

Participation in graduation for students in all graduate programs is contingent upon the following:

1. The student must have met the requirements for his or her program.
2. The student must have a minimum of 3.00 cumulative grade point average; all students receiving master’s degrees must have completed a minimum of 30 credit hours; all Ph.D., D.M.A., and Ed.D. students must have completed a minimum of 60 credit hours.
3. The student (Ph.D., D.M.A., and Ed.D. candidates) must be admitted to candidacy one semester prior to graduation.
4. The student may not have any outstanding debt including, but not limited to, tuition, fines, and fees. Tuition for the last semester of study must be paid in full by the beginning of the final semester.
5. The student must complete an electronic thesis or dissertation (ETD) according to the Graduate School’s requirements and submit all paperwork, online surveys, and agreements (if required) by the last day of exams in the semester the student wishes to graduate. It is recommended that students begin the ETD process early in the semester by discussing with their advisors a suitable timetable for completing the defense of their thesis or dissertation. Students should check the [Academic Calendar](#) for the defense deadline date set for the semester they wish to graduate. The Graduate School also encourages students to familiarize themselves with the ETD process posted on the [Graduate School website](#), or contact the Dissertation Editor (Doreen Yamamoto, Associate Director of Programs) early in the semester at [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu) if they have questions regarding any aspect of the ETD process.

### **CLEARANCE FOR DEGREE CONFERRAL**

For the Graduate School to clear a student for graduation:

1. All original documents (official transcripts from previous degrees, GRE scores, etc.) must be on record in the Graduate School (except for MBA students).
2. The Admission to Candidacy form (available on the [Forms page](#) of the Graduate School website) must have been completed by the program at least one semester before graduation. The Graduate School does not require application to candidacy for master’s, D.P.T., nor D.N.P. degrees.
3. The student must defend his/her thesis or dissertation no later than two weeks before the last day of class in the semester he/she wishes to graduate.
4. The student must submit his/her final, Dissertation Editor-approved thesis or dissertation with all corrections completed and final paperwork turned in to the Graduate School by the last day of exams in the semester he/she wishes to graduate for his/her clearance to be processed in time.

## HONORS AND AWARDS

### AWARD OF ACADEMIC MERIT

Students who obtain a 3.8 G.P.A. or better will receive an Award of Academic Merit from the Graduate School. The Award is posted on the transcript.

### EXCELLENCE IN STUDENT LEADERSHIP AWARD

This award is given annually by the Graduate School through the Butler Center for Service and Leadership. Nominations will be solicited from [Graduate Program Directors](#) at the beginning of the spring semester.

### WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

The Graduate School solicits nominations for this award annually. Nominations are provided by [Graduate Program Directors](#) at the beginning of the spring semester.

## GRADUATE TUITION AND FEES

Graduate Tuition and Fees for the current academic year are posted on the [Student Account Services](#) website. For more information, call (305) 284-6430, email [saccounts@miami.edu](mailto:saccounts@miami.edu), or visit Room 158 of the Ashe Administration Building, Coral Gables.

## FINANCIAL ASSISTANCE

The [Office of Student Financial Assistance and Employment](#) administers federal, state, private and University financial assistance programs. This office awards financial assistance for Undergraduate and Graduate/Professional students and communicates with students mainly through the [CaneLink](#) system regarding any information needed in order to complete the financial aid process. The Financial Aid Office is open for walk-ins Monday, Tuesday, Thursday, Friday 9 a.m. to 5 p.m. and Wednesday 10:30 a.m. to 5 p.m. For more information, call (305) 284- 6000, email [gradprof.finaid@miami.edu](mailto:gradprof.finaid@miami.edu), or visit the Advising Center on the second floor of the Whitten University Center, Coral Gables.

## INSURANCE

### HEALTH INSURANCE

The Health Insurance Plan for 2017-2018 is offered by United Healthcare. This plan is designed to be used in conjunction with the services of the [Student Health Service](#) and [Counseling Center](#). To obtain greatest benefits, students will need to utilize the Student Health Service first, where treatment will be administered or referral issued, except in the case of medical emergency, maternity, when away from campus or when the Student Health Service is closed.

There are no co-payments for clinical and diagnostic services provided at the Student Health Service or Counseling Center. Co-payments and coinsurance may apply to services received elsewhere. Higher out of pocket costs apply when using out-of-network versus in-network providers. Coinsurance for in-patient care is lowest at University of Miami Hospital, prescription drug copays are lowest at the Student Health Service Pharmacy. **All students including those with limited out of state coverage, and otherwise inadequate coverage are encouraged to review their options carefully**

**before choosing to waive the insurance charge.** On the [Student Health Service website](#), students can view the health insurance brochure and costs for 2017-2018.

Graduate Students who are eligible for the Graduate School subsidy can pay for the remaining portion of the insurance via payroll deduction by requesting the subsidy on the Student tab in [CaneLink](#). If the Graduate Health Insurance Subsidy does not appear on your CaneLink screen, please contact your academic department. Only your academic department can grant eligibility for the subsidy. For your insurance to become effective, you must either pay the insurance charge and all other charges on your account, or elect the subsidy and pay other remaining charges.

If you are eligible for the subsidy and will be graduating in the fall semester, you will be responsible for the spring/summer premium and must notify the Student Health Service at [studenthealth@miami.edu](mailto:studenthealth@miami.edu) when you are leaving the University. If you do not make arrangements for payment, the remaining charge will be added to your student account.

Graduate students with spouses and children should visit the Student Health Service website for insurance options and more information.

### **DENTAL INSURANCE/VISION COVERAGE**

Dental and vision coverage is offered through United Healthcare. Enrollment in the UM Sponsored health insurance plan is not required to purchase this combined Dental/ Vision coverage. Although University of Miami Optometry services are not currently participating in this plan, they may participate in the near future. Updates will be posted as soon as participation arrangements are finalized. UM Oral Medicine does participate in the plan, appointments are available at (305) 243-CARE.

## **HEALTH CARE**

### **STUDENT HEALTH CENTER**

The [Student Health Center](#) provides primary and specialty care as well as pharmacy services for all eligible students. The Health Center offers vaccinations, like the flu shot and TB, throughout the year for all students. University insurance plan information is also available at the center. Appointments are not necessary, but may be made at [mystudenthealth](#), and many of the services are free of charge. The Health Center is open from 8:30 a.m. to 5 p.m. Mondays, Tuesdays, Wednesdays and Fridays and from 9 a.m. to 5 p.m. on Thursdays. For more information, call (305) 284-9100, email [studenthealth@miami.edu](mailto:studenthealth@miami.edu), or visit at 5555 Ponce de Leon Blvd., Coral Gables.

### **IMMUNIZATIONS**

All students must provide the Student Health Center proof of immunization against measles, mumps, and rubella before matriculation. All new students must provide proof of immunization against hepatitis B and meningococcal meningitis or sign a waiver declining these immunizations. An immunization form must be completed and returned to Student Health Services prior to arrival on campus. All international students must be screened for tuberculosis by completing page two of the immunization form. Immunization information must be entered at [mystudenthealth](#) prior to faxing or mailing the form to the Student Health Service for verification. Immunization compliance can also be verified at [mystudenthealth](#).

### **BREATHE FREELY!**

The University of Miami is a smoke-free campus.

## BE SMOKE FREE

The resources listed below are available to assist students with their efforts to quit smoking:

### Smoking Cessation Program

The University of Miami's [BeSmokeFree](#) smoking cessation program offers FREE Quit Smoking Now classes at both the Medical and Coral Gables Wellness Centers. The classes offer comprehensive resources for smokers interested in quitting. For further details or to register for the BeSmokeFree program, call (305) 243-2847.

### Smoking Cessation Services

Medical providers at the Student Health Center are also available to offer assistance with smoking cessation. Assistance is available to all students eligible to receive care at Student Health Center, and smoking cessation aids (nicotine replacement and other medications) are offered free of charge to students currently enrolled in the UnitedHealthcare insurance plan. Appointments can be scheduled online at [mystudenthealth](#) (please select smoking cessation as the appointment reason).

### Quit Line

The State of Florida Quit Line offers free counseling, nicotine patches, gum and more. Additional information is available 24 hours a day, seven days a week at 1 (877) U-CAN-NOW.

## COUNSELING CENTER

The [Counseling Center](#) provides short-term individual therapy, group counseling, crisis counseling and psychiatric services. Groups for graduate students are routinely offered. The center also provides outreach and consultation services.

The [After-Hours Line](#) can be accessed by calling (305)-284-5511. There is no charge for counseling for currently enrolled students who have paid the Health and Counseling Center fee. Psychiatric appointments are covered by UM student health insurance or for an additional charge. During the fall and spring semesters the center is open Monday, Wednesday and Friday 8:30 a.m. to 5 p.m. and Tuesday and Thursday 8:30 to 7 pm. Graduate students who are currently enrolled at UM and have paid the Health Center and Counseling Center fee and are eligible for covered counseling services.

Special note: Graduate students wanting to receive services during the summer must be enrolled for summer or fall classes and have paid the Health Center and Counseling Center fee. Graduate students are strongly encouraged to check with their department about their enrollment status in order to ensure ongoing services are not interrupted or to begin new service during the summer. For more information, call (305) 284-5511 or visit 5513 Merrick Drive, Coral Gables.

## GRADUATE SCHOOL POLICY ON CHILDCARE ACCOMMODATION

The Graduate School recognizes that doctoral students receiving a stipend from a fellowship, teaching or research assistantship may require a paid leave of absence due to pregnancy or the need to care for a new child. The process to secure the leave should follow the steps described below:

1. Graduate students must apply for a leave using the leave of absence form. This form, available on the Forms page of the Graduate School website, should be submitted one semester before the intended start of the leave, if at all possible.
2. The length of the paid leave of absence should not exceed a total of three months. Any student requesting a longer period of leave may be granted an unpaid leave of absence.

3. Any accommodations and funding required during the leave must be provided by the academic home school/college, department or program. This is particularly important if the student is the recipient of a research assistantship from a federal grant (NSF, NIH, DOE, DoD, etc.) or an external fellowship without maternity/paternity leave stipulations, since a student cannot keep receiving stipend payments from these sources during the leave of absence.
4. Requests to extend the leave of absence beyond three months can be made only due to medical reasons during the leave period and require the submission of proper documentation. Any leave extensions may be granted as unpaid leaves of absence.
5. The time spent on leave of absence due to childcare accommodation will not count against the student's academic time-to-completion in the corresponding graduate program
6. During the graduate tenure a given student can only benefit once from this policy.
7. On a case by case basis, the Graduate School may consider two doctoral students for co-parenting the same child and the conditions of the accommodation will vary. Requests can be directed to the Dean of the Graduate School
8. Any other cases not contemplated in this document should be directed for consultation by the Dean of the Graduate School.

Once a student returns from an approved leave, he/she will need to submit an application for readmission form, available on the Graduate School website. If the student returns within the approved leave time frame, the Graduate School will simply approve. If the student returns outside of the approved length of time, the readmission form will be reviewed.

## STUDENT RESOURCES

### OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

The mission of the [Division of Student Affairs](#) is to work collaboratively with students, faculty, and staff to provide a multitude of services, programs, and community centers which support the academic mission of the University and enhance student learning. For more information, call (305) 284-4922, email [vpsa@miami.edu](mailto:vpsa@miami.edu) or visit Room 244 of the Ashe Administration Building, Coral Gables.

### UNIVERSITY OMBUDSPERSON AND UNIVERSITY TROUBLESHOOTER PROGRAM

The University [Ombudsperson](#) facilitates a voluntary process to open communication between students and members of the University community in order to resolve concerns and issues. Their role is to listen to students' concerns, investigate the facts surrounding the matter, and make objective recommendations to achieve an effective resolution. University Troubleshooters are [faculty members](#) and [administrators](#) who provide assistance to students seeking help with academic and administrative matters. For more information, call (305) 284-4922, email [ombudsperson@miami.edu](mailto:ombudsperson@miami.edu) or visit Room 244 of the Ashe Administration Building, Coral Gables.

### DEAN OF STUDENTS OFFICE

The mission of the [Dean of Students Office](#) is to foster the personal development of students by providing a range of programs and services that create an optimal learning and living environment. The [Graduate Student Honor Code](#) and the [Student Rights and Responsibilities Handbook](#) are two methods in which the University encourages ethical behavior in all its students. The Graduate Honor Council is a student organization which investigates violations of the Graduate Honor Code and decides appropriate action. The Dean of Students Office also oversees the University Chaplains Association, which consists of various campus ministries to serve the spiritual needs of students. For more information on these and other services offered by the Dean of Students Office, call (305) 284-5353, email [doso@miami.edu](mailto:doso@miami.edu) or visit Room 2250 of

the Whitten University Center, Coral Gables.

### **CAMNER CENTER FOR ACADEMIC RESOURCES (ARC)**

The [ARC](#) is open to all students for help in all subject areas. Students only need to schedule an appointment to meet with a personal tutor. The ARC also offers disability services (see below). For more information, call (305) 284-2800, email [tutoring.arc@miami.edu](mailto:tutoring.arc@miami.edu) or visit Room 2400 of the Whitten University Center, Coral Gables.

### **THE OFFICE OF DISABILITY SERVICES (ODS)**

The ARC provides academic resources and support to ensure that students with documented disabilities are able to access and participate in the opportunities available at the University of Miami. ODS is the primary university office responsible for the coordination of auxiliary aids and services for students with disabilities.

ODS provides academic accommodations and support to ensure that students with disabilities are able to access and participate in the opportunities available at the University of Miami. Individuals with disabilities must request academic accommodations through ODS. Accommodations are determined on a collaborative and case-by-case basis and are based on the documentation provided by the individual. ODS staff will work collaboratively with students to determine what academic adjustments and educational auxiliary aids are reasonable to ensure that students with disabilities are not subject to discrimination.

All students seeking accommodations for a disability must register through ODS by the deadline. The following deadline dates apply for all requests for academic accommodations through ODS:

| <b>Item</b>            | <b>Fee</b>                          |
|------------------------|-------------------------------------|
| <b>Fall Semester</b>   | June 1st                            |
| <b>Spring Semester</b> | December 1st                        |
| <b>Summer Semester</b> | 6 weeks prior to first day of class |

Students should register as soon as possible so that ODS has sufficient time to receive and review the necessary documentation and coordinate reasonable accommodations. To register, schedule an appointment with ODS at (305) 284-2374 or email [disabilityservices@miami.edu](mailto:disabilityservices@miami.edu). ODS is located in Whitten University Center 2400. Before a determination is made regarding a request for accommodations, the student must complete the proper forms and submit current, appropriate, and full documentation of the disability as required by ARC.

### **WILLIAM J. SANDLER JR., CENTER FOR ALCOHOL AND OTHER DRUG EDUCATION**

The Sandler Center sponsors [PIER 21](#), a comprehensive Prevention, Intervention, Education, and Referral program focusing on alcohol and other drug use, misuse and dependency. By working in partnership with all members of the campus community, the Center strives to promote healthy lifestyles, educate students about high-risk behavior and increase awareness. For more information, call (305) 284-6120, email [pier21@miami.edu](mailto:pier21@miami.edu) or visit Room 2250 of the Whitten University Center, Coral Gables.

### **THE WRITING CENTER**

The [Writing Center](#), located on the first floor of the Richter Library on the Coral Gables campus, offers free, one-on-one assistance with all types of writing concerns. The center supports students in any stage of the writing process, from brain-

storming to final revisions. To schedule a consultation, call (305) 284-2956 or book an appointment [online](#).

### **THE BUTLER CENTER FOR SERVICE AND LEADERSHIP**

The [Butler Center for Service and Leadership](#) provides numerous opportunities for involvement on campus, within the community and elsewhere. Event types and duration vary greatly and differ per organization and semester. Volunteer service is encouraged and facilitated by the Service and Leadership Center. Opportunities for leadership training and skill development are available. For detailed information about specific organizations or about the Center, call (305) 284-8828, email [leadandserve@miami.edu](mailto:leadandserve@miami.edu) or visit Room 204 of the Shalala Student Center, Coral Gables.

### **STUDENT ACTIVITIES AND STUDENT ORGANIZATIONS**

Besides enjoying the beautiful campus, getting involved is perhaps the easiest thing to do at UM. With over 280 [organizations](#), there is a club for every interest. In addition to participating in club activities, students can also join a programming board such as Hurricane Productions or the Homecoming Executive Committee. These and other programming boards are responsible for choosing the movies and concerts that are available on campus, planning homecoming events, and much more. In addition to student organizations, UM athletic events are a popular choice. For more information, call (305) 284-6399, email [saso@miami.edu](mailto:saso@miami.edu) or visit Room 206 of the Shalala Student Center, Coral Gables.

### **GRADUATE STUDENT ASSOCIATION (GSA)**

The primary function of the GSA is to promote effective graduate student participation in University affairs. The GSA serves as a liaison between graduate students, faculty, and the administration. In addition, the GSA exists as a forum to support and improve the quality of the graduate student environment at the University of Miami. The University of Miami GSA is an active member of the National Association of Graduate-Professional Students. All graduate students at the University of Miami are members of the GSA. Visit the GSA website for more information. To contact the GSA, call (305) 284-6750 or email [gsa@miami.edu](mailto:gsa@miami.edu).

### **GRADUATE ACTIVITY FEE ALLOCATION COMMITTEE (GAFAC)**

GAFAC oversees the distribution of the unallocated portion of the Graduate Activity Fee to individuals and groups of students throughout the school year. Any graduate student at the University of Miami who has paid the Graduate Activity Fee for all enrolled semesters, current and previous, may apply for GAFAC funding (except for Law, Medical, and Rosenstiel School students). Part time students or doctoral students taking only dissertation credits who wish to apply for GAFAC funding must request to be charged the Graduate Activity Fee when enrolling since the fee will not automatically appear. Students may apply for funding only once during the same academic year. All applications must be submitted before the event for which the funds being requested occurs. For more information, call (305) 284-4922, email [gafac@miami.edu](mailto:gafac@miami.edu) or visit Room 244 of the Ashe Administration Building, Coral Gables.

### **OFFICE OF MULTICULTURAL STUDENT AFFAIRS**

The [Office of Multicultural Student Affairs](#) offers a reliable support system for African American, Hispanic American, Asian American and Native American students. Some of the services the department offers are academic development, advising and advocacy. The Multicultural Student Affairs office also offers a searchable database of scholarships and fellowship opportunities to graduate students. For more information call (305) 284-2855, email [multiculturalstudentaffairs@miami.edu](mailto:multiculturalstudentaffairs@miami.edu) or visit Room 2300F of the Whitten University Center, Coral Gables.

### **DEPARTMENT OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)**

The mission of the [ISSS](#) is to provide support services for international students, scholars (faculty and researchers) and observers. Every year, approximately 2,725 international students (undergraduate and graduate), scholars (professors and

researchers), and observers from more than 110 countries representing every region of the world study, teach, conduct research, and observe at the University of Miami.

ISSS assists international students and scholars with the unique challenges as well as opportunities international students encounter while pursuing their academic goals at UM. Some of the support services provided by ISSS include:

- Immigration advising
- Orientation
- Employment information and authorization
- Federal Income Tax filing
- Advising regarding personal and adjustment problems
- Advocacy
- Liaison (sponsors, governments)

ISSS also works closely with the Council of International Students and Organizations (COISO), the umbrella organization for all international students groups at UM, in highlighting the diversity of the University community and in planning cultural events and activities on campus, including International Week and United Nations Day. In addition, the department also advises the Model UN Club and the Model UN Team. For more information, call (305) 284-2928, email [iss@umiami.edu](mailto:iss@umiami.edu) or visit Room 2275 of the Whitten University Center, Coral Gables.

## **CAREER DEVELOPMENT**

The [Toppel Career Center](#) assists undergraduate students, graduate students, and alumni in formulating their career plans and in pursuing graduate/professional school as well as full-time and internship opportunities.

It is the intent and desire of the University of Miami and the Toppel Career Center to provide equal employment opportunities for students and graduates regardless of race, color, national origin, religion, gender, sexual orientation, age or disabilities.

Career Expos and events are open to all students and alumni and range from general events to major-specific fairs. CAREER EXPO is held twice a year and is inclusive of all industries and majors. Special Career Fairs are held for interested students in accounting, architecture, education, nursing and health sciences, non-profit, government, and green careers. For more information, call (305) 284-5451, email [toppel@miami.edu](mailto:toppel@miami.edu) or visit 5225 Ponce de Leon Blvd., Coral Gables.

## **ZIFF GRADUATE CAREER SERVICES CENTER**

The Ziff Graduate Career Services Center provides business students with exposure to Fortune 1000 organizations across the country. The Ziff Center's goal is to maximize students' career opportunities with networking and information events throughout the year. Students may also access the center's job postings, which feature positions locally and nationally. In an effort to ensure that the best positions are available to UM's MBA students, the Ziff Center's staff also maintains relationships with recruiters from top companies. For more information, call (305) 284-6905, email [ziffinfo@miami.edu](mailto:ziffinfo@miami.edu) or visit 5250 University Dr., Coral Gables.

## **WHITTEN UNIVERSITY CENTER**

The Whitten University Center, or the UC as it is commonly called, is centrally located on the Coral Gables campus and contains many essential resources.

- The UM bookstore carries all textbooks for classes offered at the University, as well as study guides, books, apparel, school supplies, and more. Call (305) 284-4101 or visit the UM Bookstore just to explore.

- Other services offered at the UC include a Ticketmaster box office and post office. For more information on these and other services, call the UC at (305) 284-2318.

## TEXTBOOKS

Textbooks can be purchased at the [University Bookstore](#) located at the Whitten University Center. Textbooks can also be purchased through the bookstore website. Book Horizons, located across from the Coral Gables campus, also sells textbooks. Additionally, [amazon.com](#) is a great source of new and used textbooks. For rare and out-of-print books, try [alibris.com](#).

## COMPUTING RESOURCES

Dell and Apple offer University of Miami students educational discounts on computers and accessories. These two systems have been approved by the University of Miami because they are compatible with the University Network. Dell desktop and laptop computers can be purchased from the [University Bookstore](#). For more information, call (305) 284-4104, email [miami@bkstr.com](mailto:miami@bkstr.com) or visit the bookstore in the Whitten University Center.

## COPIES AND PRINTING

[UPrint](#) is available to students at the Coral Gables campus. UPrint has many important features that can benefit the printing services you receive. UPrint provides the advantages of convenience, security, and sustainability. This is a “green initiative,” which helps to conserve paper.

UPrint provides several services, including:

- Printing in black and white
- Printing in color
- Copying in black and white
- Copying in color
- Scanning with Global Scan (this service is free and allows students to scan any document and send it via email)

## LIBRARIES

[Otto G. Richter Library](#) on the Coral Gables campus, the University of Miami’s main library and largest in the system, houses collections to serve disciplines in the arts, humanities, social sciences, and physical sciences. The library offers several services and benefits to students, such as: audiovisual equipment loans, large format and 3D printing, research data services, seminars, workshops and more. [Smaller libraries](#) are devoted to architecture, business, law, marine science, medicine, music, ophthalmology and psychiatry. All are accessible to graduate students at UM.

Combined, the libraries hold:

- 3 million volumes
- 245,000 electronic books
- 74,000 electronic and print serials
- 3 million microforms
- 300 electronic databases with desktop access
- Federal Government documents depository

Visit the [UM Libraries website](#) for more information or call (305) 284-3233.

## CANE CARD AND CANEID

The [Cane Card](#) is an on-campus student identification card. Students, faculty, and staff must present a government issued photo ID such as a driver's license or passport when acquiring their card. The Cane Card provides access to on-campus student residences, the [Otto G. Richter Library](#), computer laboratories, the swimming pool, the [Patti and Allan Herbert Wellness Center](#) (for those who purchase a membership), and other facilities where access has been granted.

The Cane Card is also used to control lending privileges at the library, access to athletic and other events (fee required), the purchase of discounted Metrorail tickets, UPrint services, and meal plan privileges. All University of Miami students, faculty and, staff are required to carry their Cane Cards for identification purposes while on campus.

- Lost or stolen Cane Cards should be reported to the Cane Card office at (305) 284-3096 during the week or [canecard.pic@miami.edu](mailto:canecard.pic@miami.edu).
- Lost or stolen cards may also be reported to security 24/7 at (305) 284-6666.
- After being reported stolen or lost, a card will be deactivated to prevent unauthorized use.
- Lost or stolen cards will be replaced for a \$20 fee (fee waived upon proof of police report).
- Damaged cards will be replaced for free upon exchange of the original damaged card.
- For all issues with Cane Express accounts, call Student Services at (305) 284-6430.

A CaneID is a username/password authentication process that provides access to multiple UM Information Technology systems and services via one username and password. Your CaneID Password safeguards your access privileges on many UM systems and should only be known to you. If you suspect your password has been discovered or revealed to others, change your password. CaneID Authentication Service (CAS) is a login service that allows you to access multiple password-protected Web services on a central authentication server.

## CAMPUS ENTERTAINMENT

Weekdays, weekends – there is always something happening at UM.

- The [Cosford Cinema](#) shows current and old movie releases. The 240-seat theater is available for instructional and public exhibitions. Sneak-peeks are shown periodically.
- The [Maurice Gusman Concert Hall](#) hosts a myriad of performances, ranging from orchestra, to classical, to jazz and chorus. It is also used by students for recording and other musical projects.
- The Concert on the Green is a public annual spring series usually consisting of two concerts. It is a wonderful way to relax and enjoy good music and company.
- The [Jerry Herman Ring Theatre](#) is a venue hosting numerous different stage dramas and musicals.

We encourage students to regularly check the [Canes Calendar](#) for upcoming events.

## DINING SERVICES

Well-situated [dining options](#) are located throughout campus. The Hurricane Food Court, Wellness Center Juice Bar, Subway, and Starbucks are among the various convenient food choices available. Specific meal plans ranging from five to 20 meals per week are available to all students, regardless of housing. For more information on dining services, call (305) 284-3584.

## PATTI AND ALLAN HERBERT WELLNESS CENTER

[The University of Miami Wellness Center](#) is a top-quality facility, including a range of programs and classes for all fitness levels. The center boasts a variety of intramural and club sports, group exercise classes and instructional classes that pro-

mote healthy living. Personal trainers are available. It is open Mondays through Thursdays from 6 a.m. to 12 a.m., Fridays from 6 a.m. to 11 p.m., and weekends from 8 a.m. to 10 p.m. For more information, call (305) 284-8500, email [wellness-center@miami.edu](mailto:wellness-center@miami.edu) or visit 1241 Dickinson Drive, Coral Gables.

### **UHEALTH FITNESS & WELLNESS CENTER**

The [UHealth Fitness & Wellness Center](#) is a 60,000 square foot health facility located on the Clinical Research Building's 9th Floor of the university's Medical campus. The center features state-of-the-art fitness equipment, as well as group exercise classes and offers support from personal trainers and wellness coaches. The facility is open Monday through Thursday from 5 a.m. to 9 p.m., Fridays from 5 a.m. to 7 p.m. and Saturdays from 8:30 a.m. to 5 p.m. For more information, call (305) 243-7600 or email [medwellness@med.miami.edu](mailto:medwellness@med.miami.edu).

### **DEPARTMENT OF PARKING AND TRANSPORTATION SERVICES**

UM offers several options to ease transportation around and between the campuses. Visit the [Department of Parking and Transportation Services' website](#) or call (305) 284-3096 for information regarding purchasing student parking permits and campus shuttle service, as well as maps for campus parking.

#### **Cars on campus**

Parking on the University of Miami's Coral Gables campus is a privilege extended to those using the facilities of the University consistent with the terms of the University's Motor Vehicle Parking Code and other policies of the University as they are set or amended by the Provost. Parking privileges are extended only to those eligible members of the University community including trustees, faculty, administrators, staff, students, vendors, and visitors who have paid for, received, and properly displayed a current and valid [UM parking permit](#). In consideration of being allowed to use the University's facilities for parking, the purchaser of a parking permit agrees to be bound by the rules set forth in the Motor Vehicle Parking Code, and agrees to pay to the University any fine or administrative charge assessed for non-compliance with this code. Students, faculty, employees, and staff may not park in visitor parking spaces, and UM parking permits are not valid at parking meters. Annual permits are valid August 1, 2017 through August 15, 2018. For more information, call at (305) 284-3096 or visit Suite 100 of the McKnight Building in the Coral Gables campus.

#### **Bicycles**

The University of Miami is recognized as a bike-friendly university by the League of American Bicyclists. Bike racks are located throughout campus. To protect yourself against bicycle theft, lock your bike with a high quality lock whenever leaving it unattended. It is also helpful to register the bike with the campus police at (305) 284-6666 to assist with theft recovery. UMPD issues one free, u-style bicycle lock to all students at the time of registration. For more information visit the [UBike website](#).

#### **Hurry 'Cane Shuttle Service**

The University of Miami operates the [Hurry 'Cane Shuttle](#) during the fall and spring semesters. The shuttle fleet, including the bio-diesel fueled Optima buses, is equipped with state-of-the-art wheelchair accessible buses, is available free of charge to all University students, faculty, staff, and visitors, and serves most major campus buildings, parking lots, and the University Metrorail station (see below for Metrorail information). Hurry 'Cane Shuttle facilitates use of perimeter parking lots, and provides a convenient means of traversing campus without using a personal vehicle. It also transports students between the Coral Gables and Marine campuses.

## Zipcar

Zipcar is a car-sharing program that provides the flexibility and convenience of having a car without actually owning or leasing a vehicle. The Zipcar program is designed to save students money, reduce greenhouse emissions, and preserve green space on campus. Once a Zipcar member, drivers can reserve a vehicle for a few hours or an entire day. Parking is free for Zipcars on the Coral Gables campus. For more information visit the [Zipcar page](#) on the Parking and Transportation website.

## HOUSING AND RESIDENTIAL LIFE

The [Department of Housing and Residential Life](#) provides assistance to students, staff, and faculty with identifying off-campus housing options. A web-based search engine of community listings and information about off-campus apartment complex listings is available along with other resources such as:

- Individual consultations and appointments
- Over-the-phone guidance
- Knowledge of the greater Miami area and specific neighborhoods where students typically reside
- Roommate search assistance

For more information about assistance with off-campus housing, call (305) 284-4505, email [housing@miami.edu](mailto:housing@miami.edu) or visit 1211 Dickinson Drive, Coral Gables.

## NEIGHBORHOODS

### Coral Gables

Home to the University of Miami's main campus, Coral Gables is primarily a residential area. Students will often find houses, duplexes, apartments, condos, efficiencies, and guest cottages for rent. Coral Gables has quiet streets and is home to some of Miami's best restaurants and quaint art galleries. There are several city bus routes that travel around the Coral Gables campus, including the Metrorail stop at University station.

Consider Red Road Commons as an off-campus option. Red Road Commons is located on 57th Avenue (Red Road) between Ponce de Leon Blvd. and Levante Ave. The complex consists of 400 rental apartments.

### Coconut Grove

Just north of Coral Gables, lush Coconut Grove is typically a 10-minute commute to and from campus. "The Grove" is a great mix of shops, restaurants, parks, bars, clubs, and large annual festivals. There are houses, duplexes, apartments, and condos for rent.

### South Miami

Located minutes south of the Coral Gables campus, South Miami sprawls across US-1 in a combination of residential and commercial areas. The busy downtown area, centered east of US-1 at Sunset Drive and Red Road, has several restaurants and shops, as well as The Shops at Sunset Place, an outdoor mall with many well-known stores, restaurants and a movie theater. A variety of affordable residential options extend from the periphery of downtown, as well as to the west of US-1. There are bus routes serving South Miami that connect with the South Miami Metrorail station (one station south of the University station) and that also travel along Red Road, one of the University's perimeter roads.

## **Kendall**

Kendall extends west from US-1 down Sunset Drive, Kendall Drive, and the Killian Expressway. It is a sprawling suburb of apartment complexes, housing subdivisions, and shopping centers. A large number of UM students live in the apartment complexes near Dadeland Mall. From Dadeland, students enjoy convenient access to the Metrorail. Keep in mind that during peak traffic times, eastbound and westbound travel can take longer than anticipated.

## **Brickell/Key Biscayne**

These two adjacent towns are both high-end areas. Brickell is primarily a high-rise condominium and apartment-based area. Key Biscayne is off Brickell Avenue and is only accessible by the Rickenbacker Causeway. This area is known for its beaches and Crandon Park. There are many condos for rent on Key Biscayne, as there are on Brickell Avenue. However, these rentals tend to be more expensive because of the location.

## **Midtown/Downtown**

North of Brickell, Midtown/Downtown is home to the American Airlines Arena, Bayside, the Miami Design District and the Adrienne Arsht Center for the Performing Arts. Students living in the downtown/midtown area are centrally located to some of Miami's main attractions. South Beach, Brickell, UM, and Miami International Airport are all within a short driving distance. However, because downtown is home to several nightclubs, students considering this area should be aware of the potential for noise.

## **Wynwood**

Wynwood is an up-and-coming neighborhood in Miami, located north of Downtown and Overtown. Previously an industrial area, it has several new residential developments, many in renovated warehouses now covered with colorful murals. The neighborhood offers plenty of entertainment selections with art galleries, restaurants, bars, and local festivals. The Hurry 'Canes Shuttle offers transportation to Wynwood on Saturdays from the Stanford Circle Stop during most of the year.

## **South Beach**

The center of Art Deco design, nightlife, and culture in Miami-Dade County. Many students choose to live on South Beach for at least part of their academic careers to experience the area's unique lifestyle and environment. Parking on South Beach can be difficult, as many apartment buildings do not have parking for their tenants. However, most people who live on South Beach have city-issued permits for street parking.

## **LIVING IN MIAMI**

### **ACTORS' PLAYHOUSE AT THE MIRACLE THEATRE**

The [Actors' Playhouse at the Miracle Theatre](#) is located on Miracle Mile. It is one of the regional theatres in the Miami area and presents critically acclaimed drama and musical theatre. Ask about discounts for students aged 25 and under. Student rush tickets are available, based on availability. The Actors' Playhouse also sells a six-show season subscription package for students. Subscriptions are presold for the upcoming season. To purchase tickets or a package, bring your Cane Card and driver's license.

### **ADRIENNE ARSHT CENTER FOR THE PERFORMING ARTS**

The [Adrienne Arsht Center for the Performing Arts](#), commonly known as The Arsht Center, is located on Biscayne Boulevard in Downtown Miami. Completed in 2006, The Arsht Center is the third largest performing arts center in the United

States. With state-of-the-art performance facilities, the Adrienne Arsht Center offers South Florida audiences the best and most diverse theater, music, and dance—with a dedication to entertain, challenge, and educate all segments of the community.

### **ART DECO HISTORIC DISTRICT**

The buildings located in the Art Deco Historic District reflect the architecture of the 1930s. This area contains boutique, pastel-colored hotels that reflect the area's restoration to its former beauty. This classic Miami Beach architecture is famous all over the world. The Art Deco Welcome Center is located at 1200 Ocean Drive. The Miami Design Preservation League offers several different tours to visitors who want to explore the Art Deco District.

### **BAYSIDE MARKETPLACE**

The [Bayside Marketplace](#) is a shopping mall located in Downtown with a variety of stores and dining options. Overlooking Biscayne Bay, Bayside Marketplace is adjacent to Bayfront Park and in walking distance to the America Airlines Arena. The mall offers onsite paid parking and metered street parking. It is also easily accessible via the Metromover from the Bayfront Park stop.

### **COCOWALK/COCONUT GROVE**

[CocoWalk](#) is located in Coconut Grove. Because of its proximity to the Coral Gables campus, the Grove is a popular hang-out for University students. CocoWalk has a large variety of bars, nightclubs, restaurants, and other types of entertainment, such as a movie theater and a comedy club, that appeal to a wide range of tastes.

### **EVERGLADES NATIONAL PARK**

The [Everglades National Park](#) is the largest natural park in Miami. It is the largest subtropical wilderness in the United States and is home to several different rare and endangered species. Visitors can participate in different activities such as camping, boating, hiking, bike riding, and airboat rides. Guided tours are also available.

### **FAIRCHILD TROPICAL BOTANIC GARDEN**

[Fairchild](#), the largest botanical garden in the U.S., is an 83-acre botanical garden located in Coral Gables. Its mission is to save tropical plant diversity and the Garden is one of the premier conservation and education-based gardens in the world. It hosts such popular events as the International Orchid Festival in March, the International Mango Festival in July, the Holiday Music in the Garden in December, and Moonlight Musicales, which is scheduled in cooler months and allows guests to spend a romantic evening in the Garden while listening to live music.

### **OLYMPIA THEATER**

The [Olympia Theater](#) at Gusman Center for the Performing Arts was built in 1926 as a silent movie palace. It first achieved notoriety for being the first air-conditioned building in the south. The restored theater is home to films, live performances, social affairs, and community events.

### **KEY BISCAYNE**

[Crandon Park](#) and [Bill Baggs Cape Florida State Park](#) are worth a visit. They offer great beaches and lots of space. The beach at Crandon Park is a two-mile, white sand, lagoon style beach. Also at Crandon Park is an amusement center and the Crandon Park Beach Gardens, which has tame lakes and lush tropical forests.

### **MARY BRICKELL VILLAGE**

[Mary Brickell Village](#) is an outdoor shopping and dining area located on South Miami Avenue in the heart of Brickell. Mary

Brickell Village is home to an eclectic mix of different types of restaurants, bars, boutiques, and businesses. Metered and valet parking are available. This area is also accessible via the Metrorail and the Metromover.

### **BRICKELL CITY CENTRE**

Inaugurated in 2016, [Brickell City Centre](#) is mixed-use development spanning nine acres and five blocks in Brickell. It houses high-end retail stores and restaurants, two 43-story luxury residential towers, two additional office towers, a 352-room hotel and a cinema. Brickell City Centre is located between 7th and 8th Streets on both sides of South Miami Avenue and east of South Miami Avenue on the north side of 7th Street. It has onsite paid parking and metered street parking. The Metromover has a designated stop at Brickell City Centre, conveniently dropping commuters off on the third level of the complex.

### **MIRACLE MILE**

[Miracle Mile](#) is located in the heart of Coral Gables. It is the section of Coral Way between Le Jeune Road and Douglas Road. Miracle Mile is known for its wide variety of specialty boutiques, shops, and restaurants. It is a short driving distance from the Coral Gables campus and is pedestrian friendly.

### **PÉREZ ART MUSEUM MIAMI**

The [Pérez Art Museum Miami](#) is dedicated to showcasing modern and contemporary, international art from the 20th and 21st centuries. Formerly known as Miami Art Museum, the Pérez Art Museum opened a new building in 2013, which is now a state-of-the-art model for sustainable museum design. It is located in Downtown Miami, overlooking Biscayne Bay and adjacent to the Phillip and Patricia Frost Museum of Science, connected through the Museum Park. Admission is free every first Thursday and second Saturday of the month and students with a valid University ID enjoy a discounted admission rate on all other days. The Pérez Art Museum offers onsite paid parking and metered street parking. The Metromover has a designated stop at Museum Park.

### **PHILLIP AND PATRICIA FROST MUSEUM OF SCIENCE**

The [Phillip and Patricia Frost Museum of Science](#) is a science museum, planetarium, and aquarium. The museum offers an experiential setting with interactive exhibitions to explore science, technology, engineering and math. Miami-Dade County residents receive 15 percent off discount on Total Experience tickets with proof of residency. It is located in Downtown Miami, overlooking Biscayne Bay and adjacent to the Pérez Art Museum, connected through the Museum Park. The museum offers onsite paid parking and metered street parking. The Metromover has a designated stop at Museum Park.

### **SOUTH BEACH**

South Beach is the southernmost part of Miami Beach. It is a popular destination for many UM students. South Beach is home to many different nightclubs, excellent restaurants, and shops. Typically, students drive to South Beach.

### **THE SHOPS AT SUNSET PLACE**

[The Shops at Sunset Place](#) is located across from the University of Miami and is a frequent destination for University students. This open-air mall houses several different stores and entertainment, such as a movie theater, GameWorks, a bowling alley, and several restaurants. The Shops at Sunset Place is located at the intersection of Red Road (SW 57th Avenue), a perimeter road of UM and US-1.

### **VENETIAN POOL**

The Coral Gables [Venetian Pool](#) is one of Miami's most unique attractions. It is listed on the National Register of Historic Places. It was created from a coral rock quarry in 1923 and is fed daily with cool spring water. The 820,000-gallon pool is

surrounded by Venetian architecture. The grottos, island, coral caves and two waterfalls make this historic treasure worth visiting. Ask about discounts for Coral Gables residents if you are planning to live in the area.

### **VIZCAYA MUSEUM AND GARDENS**

[Vizcaya](#) is a national historic landmark. Constructed by industrialist James Deering in 1916, Vizcaya is noteworthy for its adaptation of European traditions to Miami's unique subtropical landscape. The estate is an estimated 50 acres, with 10 acres dedicated to the botanical gardens. The museum holds ancient artifacts, as well as furniture and art from the 15th-19th centuries. Vizcaya is open year round.

### **ZOO MIAMI**

[Zoo Miami](#) is the largest and oldest zoo in Florida and is located in southwest Miami-Dade. The climate allows the zoo to keep many animals from all over the world, including those from Africa and Asia. The zoo was one of the first free range zoos where exhibits are completely cage free. White tigers, Cuban crocodiles, komodo dragons, lions, bears, and elephants can all be seen at the Zoo Miami.

## **TRANSPORTATION AROUND THE CITY**

### **MIAMI METRORAIL**

Extending from Kendall to Medley, the Metrorail is Miami-Dade County's rail system that serves a north-south route. If you live close to a Metrorail station, or to a bus that can get you to a station, the Metrorail can take you directly to the University Coral Gables campus (via the University station, south of the Stanford Drive entrance to UM). It is also a fast and economical way to get to the Medical campus (via the Civic Center station). You can pay each time you ride or you can purchase college student Metrorail passes and monthly Metrorail parking permits at the ticket window on the first floor of the Whitten University Center on the Coral Gables campus. You must have your 'Cane Card (student ID) with you to purchase these special passes. For more information visit the [Metrorail page](#) on the Parking and Transportation website.

### **MIAMI METROMOVER**

The Metromover is a free electrically-powered, fully automated people mover system provided by the city of Miami. It services the neighborhoods of Brickell and Downtown through three different routes. The Metromover connects with several Metrorail stations and Metrobus stops. For more information on routes and schedules, visit the [Metromover website](#).

### **MIAMI METROBUS**

In addition to the Metrorail, the Metrobus system of Miami-Dade Transit offers convenient bus routes, which crisscross Miami-Dade County daily. Many buses connect with the Metrorail, and the cost is included in the college student Metro-pass. Several bus routes travel on Ponce de Leon Boulevard, which borders the southern end of the Coral Gables campus. Copies of bus route maps are available at the Information Desk on the first floor of the Whitten University Center, at the University Metrorail station information desk, as well as online. For more information visit the [Metrobus page on](#) the Parking and Transportation website.

### **MIAMI TROLLEY**

The Miami Trolley is a free transportation service provided by the city of Miami. The trolley has 10 different routes throughout the city, servicing the areas of Coconut Grove, Brickell, Little Havana, Downtown, and the Health District around the

Medical campus, among others. It connects with several Metrorail stations and Metrobus stops. For more information on routes and schedules, visit the [Miami Trolley](#) website.

### **CORAL GABLES TROLLEY**

The Coral Gables Trolley is a free transportation service provided by the city of Coral Gables. The trolley has several stops in points of interest around Ponce de Leon Blvd. and Miami Metrobus stops. It also includes a stop at a Miami Metrorail Station. For more information on route and schedule, visit the [Coral Gables Trolley website](#).

### **MIAMI INTERNATIONAL AIRPORT**

[Miami International Airport \(MIA\)](#) is the closest airport to the University of Miami. Several major airlines fly out of the Miami International Airport. The airport is most easily accessible by taxi or by public transit. Metrobus route 57, which travels along 57th Avenue (Red Road), goes directly to the airport on weekdays. The Metrorail orange line (northbound) provides transportation from the University station to MIA. Shuttle service to the airport is available through several companies. Browse the websites of reputable companies to schedule a pick-up.

### **FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT**

[Fort Lauderdale-Hollywood International Airport \(FLL\)](#) is another option for those who are flying into or out of the South Florida area. While this airport is further from the Coral Gables campus, flight rates tend to be more reasonable than flights in/out of MIA. Major airlines and discount airlines service this airport. The commute to the Fort Lauderdale airport can easily take 45 minutes by car. Shuttle service is available for travelers.

### **TRI-RAIL**

Tri-Rail's 22 commuter rail stations connect Miami-Dade, Broward, and West Palm Beach. Tri-Rail services the area around the Fort Lauderdale airport and connects directly with the Metrorail at no additional cost. For more information visit the [Tri-Rail page](#) on the Parking and Transportation website.

## **SAFETY**

### **SECURITY ESCORT PATROL**

The University of Miami provides security escorts to students. Security escorts are security supervisors, security officers, and student security patrol officers. While the services are free, you may be asked to present your Cane Card. On the Coral Gables campus, The Sergeant Sebastian Escort Service is offered every evening from 6 p.m. to 12 a.m. If you require a security escort please call (305) 284-6666 or use any of the emergency Blue Light Phones on campus. On the Marine campus you can request a walking safety escort by calling (305) 710-7991. On the Medical campus, the Public Safety Department provides walking safety escorts from all UM locations to any point on campus, including the Metrorail station. This service is available 24 hours a day, 365 days a year. To request a safety escort, call (305) 243-7233 or (305) 243-SAFE.

### **EMERGENCY NOTIFICATION NETWORK**

UM's Emergency Notification Network is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums including: voice messages to cell, home, and office phones, text messages to cell phones, e-mail messages, emergency notification sirens, and public address, and loud-speaker messages in some dormitories and other buildings.

## **S.T.A.Y. STRATEGY**

After extensive research among peer institutions, the University of Miami Police Department has recommended the “STAY in Place” approach, rather than a campus-wide lockdown, as the best safety practice. The key components of the STAY strategy are:

- S** Secure your area, lock doors and windows, close blinds, prevent suspect from accessing victims.
- T** Take cover, hide, and stay out of sight.
- A** Advise others so that they can take steps to protect themselves; await further information.
- Y** You must take measures to protect your safety. Police will be busy with the actual response to the incident and will not be able to direct your personal actions unless you are actively involved.

Under the S.T.A.Y. strategy, all buildings and organizational units would use existing emergency plans and access to shelter-in-place options will be emphasized. It is expected that a large number of people would seek shelter-in-place in classrooms and major buildings on the campuses. Any decision to lock down buildings would be made on an individual and localized basis within the framework of overall incident management.

## **HURRICANE PREPAREDNESS**

Due to the location of the University, the annual hurricane season is a time to be prepared at home and at the University. Should a storm threaten South Florida or some other emergency threaten the University, members of the UM community should continually monitor the UM Emergency Preparedness page for updated information. In addition, employees and students will receive the Storm Alert e-mail newsletter. The UM Emergency Information Hotline (800-227-0354) is also available as another resource for information, questions, or concerns. Students, faculty and staff can visit the recover site after a storm to notify the University of any changes in status.

## **BLUE LIGHT PHONES**

Blue Light Phones provide a direct link to assistance in case of an emergency. Located throughout the University of Miami campus, they may be used to report emergencies, request a security escort, report suspicious persons or activities, or to obtain general information. To use a Blue Light Phone, press the call button, using the phone as you would any other speaker phone. When a dispatcher answers, inform him/her of the nature of the situation or emergency.

## IMPORTANT PHONE NUMBERS

When dialing from a Coral Gables campus phone, do not dial the area code (305) and prefix 284. Simply dial 8 and the four digit line number ####. For the Medical campus, dial 6 and the four digit line number. For the Marine campus, dial 5 and the four digit line number.

### Emergency Services

|   |                                  |
|---|----------------------------------|
| Campus Police .....                               | (305) 284-6666                   |
| Coral Gables Police .....                         | (305) 442-1600                   |
| Crime Prevention .....                            | (305) 284-1105                   |
| Emergency Information Hotline .....               | 800-227-0354                     |
| Emergency Police, Fire and Rescue .....           | 911                              |
| Fire and Rescue.....                              | (305) 442-1600                   |
| Security Escorts at Coral Gables campus .....     | (305) 284-6666                   |
| Security Escorts at Marine campus .....           | (305) 710-7991                   |
| Security Escorts at Medical campus .....          | (305) 243-7233                   |
| Sexual Assault Response Team Hotline (SART) ..... | (305) 798-6666                   |
| UM Police (quick dial).....                       | *711                             |
| UM Police Business Office .....                   | (305) 284-3075                   |
| .....   | 8-6666 from any Blue Light phone |

## WEBSITE INDEX

Academic Bulletin <http://bulletin.miami.edu/>

Academic Calendar <http://www.miami.edu/index.php/registrar/calendar/>

Academic Troubleshooters <http://ombuds.studentaffairs.miami.edu/who-can-help/academic-troubleshooters/index.html>

Actors' Playhouse at the Miracle Theatre <http://www.actorsplayhouse.org/>

Administrative Troubleshooters <http://ombuds.studentaffairs.miami.edu/who-can-help/administrative-troubleshooters/index.html>

Adrienne Arsht Center for the Performing Arts <http://www.arshtcenter.org/#>

Bayside Marketplace <http://www.baysidemarketplace.com/>

BeSmokeFree Smoking Cessation Program <http://wellness.med.miami.edu/be-smoke-free>

Bill Baggs Cape Florida State Park <https://www.floridastateparks.org/park/Cape-Florida>

Brickell City Centre <http://brickellcitycentre.com/>

Butler Center for Service and Leadership <http://serveandlead.studentaffairs.miami.edu/index.html>

Camner Center for Academic Resources (ARC) <http://camnercenter.miami.edu/>

Cane Card <http://pt.ref.miami.edu/other-services/cane-card/index.html>

CaneID <http://it.miami.edu/a-z-listing/identity-management/>

CaneLink <https://canelink.miami.edu>

Canes Calendar <http://news.miami.edu/events/index.html>

Cosford Cinema <http://www.cosfordcinema.com/>

CocoWalk <http://www.cocowalk.net/>

Commencement <http://www.miami.edu/sa/index.php/commencement>

Coral Gables Trolley <http://www.coralgables.com/index.aspx?page=325>

Counseling Center [www.miami.edu/counseling-center](http://www.miami.edu/counseling-center)

Crandon Park <http://www.miamidade.gov/parks/crandon.asp>

Dean of Students Office [www.miami.edu/dean-students](http://www.miami.edu/dean-students)

Department of Housing and Residential Life <http://hrl.studentaffairs.miami.edu/index.html>

Department of International Student and Scholar Services (ISSS) [www.miami.edu/iss](http://www.miami.edu/iss)

Dining options and services <http://business-services.miami.edu/departments/auxiliary-services/dining-services/index.html>

Division of Student Affairs <http://division.studentaffairs.miami.edu/index.html>

ETD – Electronic Thesis and Dissertation <http://grad.miami.edu/electronic-thesis-and-dissertation/index.html>

Everglades National Park <https://www.nps.gov/ever/index.htm>

Fairchild Tropical Botanic Garden <http://www.fairchildgarden.org/>

Financial Assistance <http://grad-prof.miami.edu/index.html>

Forms (Graduate School) <http://grad.miami.edu/policies-and-forms/forms/index.html>

Fort Lauderdale-Hollywood International Airport (FLL) <http://www.broward.org/airport/Pages/Default.aspx>

Graduate Activity Fee Allocation Committee (GAFAC) [http://www.miami.edu/sa/index.php/graduate\\_activity\\_fee\\_allocation\\_committee\\_gafac/](http://www.miami.edu/sa/index.php/graduate_activity_fee_allocation_committee_gafac/)

Graduate Faculty <http://grad.miami.edu/graduate-education/graduate-faculty/index.html>

Graduate Program Director Listing <http://grad.miami.edu/graduate-education/graduate-program-directors/index.html>

Graduate School [grad.miami.edu](http://grad.miami.edu)

Graduate Student Association (GSA) <http://www.um-gsa.org/>

Graduate Student Honor Code <http://grad.miami.edu/policies-and-forms/index.html>

Hurry 'Cane Shuttle Service <http://pt.ref.miami.edu/campus-transportation/hurry-cane-shuttle/index.html>

Jerry Herman Ring Theatre <http://www.as.miami.edu/ringtheatre/>

Libraries <http://library.miami.edu/>

Mary Brickell Village <http://www.marybrickellvillage.com/>

Maurice Gusman Concert Hall <http://facilities.frost.miami.edu/performance-halls/maurice-gusman-concert-hall/index.html>

Metrobus <http://pt.ref.miami.edu/campus-transportation/metrobus/index.html>

Metromover <http://www.miamidade.gov/transit/metromover.asp>

Metrorail <http://pt.ref.miami.edu/campus-transportation/metrorail/index.html>

Miami International Airport (MIA) <http://www.miami-airport.com/>

Miami Trolley <http://www.miamigov.com/trolley/>

Miracle Mile <http://www.shopcoralgables.com/>

myStudentHealth [mystudenthealth.miami.edu](http://mystudenthealth.miami.edu)

Office of Disability Services (ODS) <http://camnercenter.miami.edu/disability-services/index.html>

Office of Financial Assistance and Employment <http://grad-prof.miami.edu/index.html>

Office of Multicultural Student Affairs [www.miami.edu/msa](http://www.miami.edu/msa)

Office of the Registrar <http://www.miami.edu/index.php/registrar/>

Office of the Vice President for Student Affairs <http://division.studentaffairs.miami.edu/about-us/Office-of-the-VP/index.html>

Olympia Theater <http://www.olympiatheater.org/>

Ombudsperson <http://ombuds.studentaffairs.miami.edu/>

Otto G. Richter Library <http://library.miami.edu/>

Parking and Transportation <http://pt.ref.miami.edu/>

Patti and Allan Herbert Wellness Center <http://wellness.studentaffairs.miami.edu/>

Pérez Art Museum Miami <http://pamm.org>

Phillip and Patricia Frost Museum of Science <https://www.frostscience.org/>

Pier 21 – William W. Sandler, Jr. Center for Alcohol and Other Drug Education [http://www.miami.edu/sa/index.php/dean\\_of\\_students/alcohol\\_other\\_drug\\_education/about\\_the\\_center/](http://www.miami.edu/sa/index.php/dean_of_students/alcohol_other_drug_education/about_the_center/)

Scholarly Repository <http://scholarlyrepository.miami.edu/>

School of Business Administration <http://www.bus.miami.edu/>

Student Account Services [http://www.miami.edu/finance/index.php/student\\_account\\_services/tuition\\_and\\_fees/](http://www.miami.edu/finance/index.php/student_account_services/tuition_and_fees/)

Student Activities and Student Organizations [http://www.miami.edu/sa/index.php/student\\_life/student\\_organizations/](http://www.miami.edu/sa/index.php/student_life/student_organizations/)

Student Health Service [www.miami.edu/student-health](http://www.miami.edu/student-health)

Student Rights and Responsibilities Handbook [http://www.miami.edu/sa/index.php/policies\\_and\\_procedures/student\\_rights\\_responsibilities/](http://www.miami.edu/sa/index.php/policies_and_procedures/student_rights_responsibilities/)

The Shops at Sunset Place <http://www.shopsunsetplace.com/>

The Writing Center <http://www.as.miami.edu/writingcenter/>

Toppel Career Center <http://hireacane.miami.edu/>

Tri-rail <http://pt.ref.miami.edu/campus-transportation/tri-rail/index.html>

UBike <http://pt.ref.miami.edu/campus-transportation/ubike/index.html>

UHealth Fitness & Wellness Center <http://wellness.med.miami.edu/>

UM Libraries <http://library.miami.edu/>

University Bookstore <http://www.bkstr.com/miamistore/home>

UPrint <http://studentsupport.it.miami.edu/uprint/>

Venetian Pool <http://www.coralgables.com/index.aspx?page=167>

Vizcaya Museum and Gardens <http://vizcaya.org/>

Ziff Graduate Career Services Center <http://www.bus.miami.edu/academic-programs/mba-specialized-masters/career-services/index.html>

Zipcar <http://pt.ref.miami.edu/campus-transportation/zipcar/index.html>

Zoo Miami <http://www.zoomiami.org/>



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