



# New Student Checklist

## Getting Started

### Obtain a Cane ID (student ID)

- University of Miami credentials are a username/password authentication process that provides access to multiple University systems and services via use of a single username and password. Your Password safeguards your access privileges on many UM systems and should be known only to you.
- Your University of Miami CaneID is also the beginning of your email address. For example, if your name is Sebastian Ibis, your University of Miami CaneID might resemble ibis19 and your Login ID and email address would resemble ibis19@.... You can obtain your University of Miami credentials by visiting [coe.miami.edu/umsystems](http://coe.miami.edu/umsystems).

### Obtain a UM email address

- The email address should be automatically created for you after you create your University of Miami credentials. To access the email via web browser, follow this direct link: [email.miami.edu](http://email.miami.edu)
- For questions related to accessing or configuring email, refer to the "IT resources for UM students" link found on [coe.miami.edu/umsystems](http://coe.miami.edu/umsystems).

### Access CaneLink

- CaneLink is the University of Miami's Student Information System (SIS). Students utilize CaneLink for a variety of functions including searching for classes, viewing their course schedule, and many more. CaneLink can be accessed via [canelink.miami.edu](http://canelink.miami.edu)
- If you have questions or difficulty logging in, refer to the "IT resources for UM students" link found on [coe.miami.edu/umsystems](http://coe.miami.edu/umsystems).

### Memorize C# and CaneLink ID #

- All students have two unique identification numbers:
  1. University identification number (also known as "UM ID#" or "C Number" or "C#"); this is a 9-digit code beginning with the letter "C". It can be found in CaneLink → Personal Information → View your UM ID.
  2. CaneLink identification number (also known as "employee ID", "emplID" or "CaneLink#" or "CaneLink ID#"); this is an 8-digit code typically beginning with "5". It can be found in CaneLink → Student Center → Personal Information → Demographic Data.
- These numbers will be needed whenever staff need to access your records.

### Complete Responsible Conduct of Research (RCR) online training

- Responsible conduct of research is an important part of the foundation of the research enterprise at the University of Miami. UM has an obligation to maintain and promote a culture of research integrity and train researchers to conduct research responsibly.
- All students must complete Responsible Conduct of Research online training via Elevate: [elevate.miami.edu/redeem/rcr](http://elevate.miami.edu/redeem/rcr)

### Obtain a social security number (if employed by the department)

- A Social Security number (SSN) is a unique nine-digit number that the U.S. government issues to

- each U.S. citizen and eligible U.S. residents who apply for one.
- An SSN will enable a student to receive their stipend as an RA or a TA. Without an SSN, a student will not be able to receive any income. Students will need to ensure that they have sufficient savings to cover their living expenses until their SSN is issued.
- It typically takes 2-4 weeks to obtain. It is **extremely important** that international students obtain their unique SSN, and they should prioritize this task once they are officially admitted to the University of Miami.
- ISSS (International Student Scholar Services) will email you the necessary form. Please take the form to your Academic Department Office Manager for completion.

## **Pay you bill**

- PhD students: you are only responsible to pay semester fees. No tuition charges should be on your account. If tuition shows on your bill, please reach out to your Academic Department Office Manager.
- MS students: If you received a merit scholarship, these should already show on your account. If not, please reach out to your Academic Department Office Manager
- To pay your bill online, visit: [coe.miami.edu/payyourbill](https://coe.miami.edu/payyourbill).

## **Set up Wi-Fi access on campus**

Step-by-step instructions are available on the University of Miami's Information Technology (UMIT) website located at <https://www.it.miami.edu/>

## **Academics**

### **Provide final official transcripts from each postsecondary institution attended**

- All graduate students should submit official copies of transcripts from their previous institutions. The final transcript (showing that the degree is now completed) must be sent directly from those institutions to the University of Miami.
- If any of the prior degrees or coursework were completed outside of the United States, translations and evaluations of the transcript must be performed by an evaluation service that is pre-approved by the University of Miami (full list can be found at [naces.org/members](https://naces.org/members)). The preferred services are Josef Silney & Associates and World Education Services. Evaluated documents must be official and be sent directly from the evaluation service to the University of Miami.

### **Provide a copy of a diploma/proof of degree completion**

- Graduate students who completed a degree at a domestic institution do not need to provide a copy of their diploma, as long as the official transcripts (see above) say "degree conferred".
- Graduate students with a degree from a foreign institution must provide a copy of the diploma with a certified literal English translation. You may use an American Translators Association member. Visit: <https://www.atanet.org/>

### **Meet with the departmental graduate program director or MS program director**

Before students begin their graduate degree, they must meet with the Graduate Program Director or MS Program Director to outline a few basic policies and review some standard procedures to enable them to make a smoother transition into graduate study. They can also assist you for course registration. Contact information for the directors can be found in the next section.

### **Meet with your research advisor**

- All PhD students starting have already selected a research mentor

- It is strongly suggested that all MS students start looking for a research mentor during their first semester. Please discuss possible options with the Graduate Program Director or MS Program Director. You can also look at the research profiles of departmental primary faculty on the department websites.

### **Check course offerings**

The course offerings for the upcoming semester are available using the Class Search feature on Canelink. You can also search the 600-level and above courses listed in the Bulletin: [bulletin.miami.edu](http://bulletin.miami.edu).

### **Complete the required paperwork to transfer credits, if applicable**

An online form is available on the Graduate School ("Petition for Transfer of Credit"): [grad.miami.edu/policies-and-forms/forms](http://grad.miami.edu/policies-and-forms/forms). Please note that only courses taken at the graduate level that did not count towards another degree may be transferred. A maximum of 6 credits can be transferred for MS students.

### **Purchase textbooks**

Books and other necessities can be purchased through the University of Miami Bookstore, which is located in the Whitten University Center located on the Coral Gables campus.

## **Administrative contacts**

### **Departmental staff**

#### Biomedical Engineering (BME)

Maria Hoshal  
[m.hoshal@miami.edu](mailto:m.hoshal@miami.edu)  
(305) 284-1361  
McArthur Engineering Annex, room 219

#### Chemical, Environmental and Materials Engineering (CEME)

Taimy Trujillo  
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#### Civil and Architectural Engineering (CAE)

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McArthur Engineering Building, room 325

#### Murphy Construction Program

Marcia Martinez  
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#### Electrical and Computer Engineering

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Industrial and Systems Engineering (ISE)

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Mechanical and Aerospace Engineering (MAE)

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**Departmental Graduate Program Directors (GPD) and MS Program Directors**

Biomedical Engineering (BME)

Dr. Alicia Jackson  
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Dr. Abhishek Prasad (Neural Engineering)  
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Dr. Weizhao Zhao (Medical Physics)  
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Chemical, Environmental and Materials Engineering (CEME)

Dr. Helene Solo-Gabriele (PhD)  
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Civil and Architectural Engineering (CAE)

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Murphy Construction Program

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Electrical and Computer Engineering

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Dr. Kamal Premaratne (MS student advising)  
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Industrial and Systems Engineering (ISE)

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Mechanical and Aerospace Engineering (MAE)

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**Additional resources for students**

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

**International Student Resources** [miami.edu/check-in](http://miami.edu/check-in)