**School of Communication**

**5100 Brunson Drive, Wolfson Building**

**(305) 284-5234**

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**Student Advising Handbook**

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**Dean’s Message**

On behalf of the exceptional faculty and staff at the University of Miami School of Communication (SoC), it is my pleasure to welcome back our returning students, and welcome our new and prospective students to our community. We will work together to foster your academic success, enhance your personal and professional development, and support your civic engagement by providing exciting opportunities to learn, to grow, and to make a difference.

The study and practice of communication is foundational to every human endeavor, with relevance to a variety of academic subjects and professional practices. This has never been more true than in the networked, global information environment of the 21st century. Studying communication within the SoC in Miami offers a valuable path toward gaining essential and relevant expertise, through a combination of rigorous coursework and inspiring experiences. Whether you are pursuing one of our nine undergraduate, or one of our seven graduate degrees, you will have access to our considerable talent and resources, such as film and media production facilities, broadcast studios, smart classrooms, computer labs, the Cosford cinema, Koenigsberg & Nadal Interactive Media Center, and our Orange Umbrella Student Consultancy.

The breadth and depth of our curricula is matched by that of our renowned faculty, who bring a wealth of professional and scholarly experience in areas such as communication studies, strategic communication, cinema and interactive media, journalism, and media management. The Center for Communication, Culture & Change exemplifies how we leverage our talent for social change.

Our SoC combines academic excellence with contemporary relevance and global impact. As a global city, Miami serves as an exciting base for our programs, with connected campuses and programs around the world to enrich your educational experience. We celebrate and appreciate diversity within our community, integral to our perspectives, our purpose, and our potential.

Whether you are returning, new to the SoC, or considering our school, we invite you to join us in our academic programs, student organizations, school events, special projects, and more. We encourage you to share your skills and your passions, and we look forward to your helping us create positive change in our communities.

Go Canes!

*Karin Wilkins*

Dean

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**Mission Statement**

**The School of Communication is dedicated to a global educational perspective and is committed to providing a socially responsible and ethically grounded learning environment guided by a diverse faculty of scholars, artists and professionals. The School is committed to quality undergraduate and graduate programs in communication that emphasize the relationship between theory and practice. We believe in freedom of expression and creativity, and encourage both collaboration and independent thinking as we prepare future scholars, professionals and leaders for a lifetime of service and learning.**

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| 2005 Wolfson | | | | | | | | | | | | | | |
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**School of Communication Staff Members**

**Gabriel Brackman Wayne MacDonald Kebrina Maharaj**

Manager Manager Manger, Career Services & Internship

Information Technology Broadcast & Production Services Undergraduate & Academic Services

305-284-5957 305- 284-5348 305-284-6632

CIB 2051-2 LC-15 CIB 1056-A

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Information Technology Broadcast & Production Services 305-284-9838

305-284-3694 305-284-5379 CIB 3051

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305-284-3696 305-284-3864 Wolfson 2005-A

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Secretary Executive Director Administrative Assistant

Information Technology Business Operations Office of the Dean

(305) 284-2198 305-284-1088 305-284-2265

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305-284-1147 Business Operations Graduate Programs

Wolfson 2039 305-284-4885 305-284-5236

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**Shane Kinsler**

Communications Technician **Karina Valdes Valory Greenman**

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305-284-9755 305-284-2091 Journalism & Media Management

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Building Facilities UMTV Strategic Communication

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**Tod Landess Lianne Dookie Marcia Sierra**

Production Equipment Supervisor Executive Assistant Office Manager

Broadcast & Production Services Office of the Dean Communication Studies

305-284-3864 305-284-6017 305-284-5106

Wolfson 1013 Wolfson 2002 Wolfson 3028

**Garcia, Joselyn**

Cinema & Interactive Media

305-284-6902

Wolfson 4028

**School of Communication Full-Time Faculty**

<http://com.miami.edu/directory/faculty>

## University Policies

### Honor Code

The Honor Code protects the academic integrity of the University of Miami by encouraging consistent ethical behavior among its undergraduate students. All undergraduate students are responsible for reading, understanding, and upholding the [**Honor Code**](https://umshare.miami.edu/web/wda/deanstudents/pdf/undergrad_honorcode.pdf).

### Honors Program Information

Complete information on the Honors Program may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/honors-program/).

### Grades

Complete information about grades may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/).

* [**Academic Standing, Probation, and Dismissal**](http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/grades/#text)
* [**Appeals and Readmission**](http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/grades/#text)
* [**The Grading System**](http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/grades/#text)
* [**Honor Code**](http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/grades/#text)

### Incomplete

Students receiving an incomplete must complete the course with the professor granting the incomplete. Students do NOT enroll for the course a second time. Students cannot graduate with an incomplete in any course.

According to the University of Miami Bulletin, "While the University makes every effort to provide academic counseling to its students, its basic policy places the responsibility for planning an academic program upon the student."

### Drop/Add

Complete information about Drop/Add Policies may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/general-university-information/university-policies/course-information/#text#text).

Students may drop/add prior to the deadline online through CaneLink, if the advisor has removed the advising hold. After the drop/add deadline, paper forms must be used to make changes. If the student receives an error message, s/he must use a Drop/Add Form to override a time conflict or other situation. Both advisor’s and dean’s signatures are required.

### Credit Only Option

Complete information about the Credit Only Option may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/grades/#text#academicpoliciestext).

Students should be warned that courses taken under this option may not count toward graduation.

### Repeat Rules

Complete information about University Repeat Rules may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/general-university-information/university-policies/course-information/#text).

### Attendance

Regular and punctual class attendance is vital for all students. Each instructor will announce during the first meeting of a class the penalties for non-attendance and for missed quizzes and examinations, since these vary. Any student may be dropped from a course or receive a lowered grade for unauthorized absences which are exceed those permitted without penalty by the instructor. It is the student's responsibility to know the instructor's policies regarding examinations, penalties for absences, or late or missed work. See the UM Academic Bulletin for detailed policy. A student who is ill should sign a release at the UM Health Service Clinic authorizing the doctor to discuss with the faculty that the student was indeed ill and visited the clinic. The student must request that the faculty contact the Health Center. No notes are given to students. If a student needs to miss more than two consecutive class days due to illness or other emergency, the Dean's Office should be notified and faculty will be sent a memo.

#### Preparation and Class Participation

The School of Communication values the presence and participation in class of the student as essential elements of the learning experience. Courses are experiential and participatory. The value of the course lies in preparing for, listening to, and participating in all class experiences. It is impossible for a student to make up a missed class with outside resources. Therefore, it is expected that students attend every class, arriving on time. Please see the grading policy for attendance.

#### 75% Attendance Rule

The School of Communication maintains a firm 75% policy regarding attendance. That is, a student who fails to attend at least 75% of class sessions does not qualify as having completed the course and will not receive a passing grade. Instructors determine the attendance and grading policy for their course as stated in the syllabus. The individual course attendance requirements may exceed the minimum 75% attendance rule.

### Religious Holy Day Policy

Complete information about the Religious Holy Day Policy may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/general-university-information/university-policies/course-information/#text#academicpoliciestext).

### Transfer Between Schools and Colleges

Complete information about transferring between schools and colleges may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/student-status/#text#academicpoliciestext).

### Temporary/Permanent Withdrawal from the University

Complete information about temporary (Inactive Status) or permanent withdrawals may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/general-university-information/university-policies/course-information/#text#text).

Complete withdrawal is initiated through the Office of the Associate Dean for Undergraduate Studies. The process is completed through the [Cane Success Center](http://success.miami.edu/) located in the University Center. Students who stop attending a class without withdrawing, will receive a failing grade in that class.

### Final Examinations

Complete information on the Final Examination Policy may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/general-university-information/university-policies/course-information/#text).

### Graduation Requirements

#### General Requirements

Complete information on graduation requirements may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/graduation/#text).

Candidates for degrees must complete all requirements of the University and the School of Communication. You must earn a minimum of 2.5 GPA in the School of Communication and an overall GPA of 2.0. You must earn a minimum "C" average (2.0) or better on all courses in the major(s) and/or minor(s) and at least 120 credits. Students may not graduate with an I or NG in any course.

#### Senior Credit Check

For complete information on Senior Credit Check requirements, please see your academic advisor.

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## Academic Policies

### Advanced Writing & Communication Skills (2015-2016 Academic Bulletin & Beyond)

Complete information on the AWC Requirements may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/undergraduate-academic-programs/music/#generaleducationtext). 

### Change of Major

If you wish to change your major within the School of Communication, you must complete a [**Change of Major Form**](https://umshare.miami.edu/web/wda/frost/students-info-bar/RequestChangeofMajor-fillable.pdf) and return it to the Office of Admission, Academic and Alumni Services (Wolfson 2037)

### Transfer Credits

Complete information about Transfer Credits may be found in the [**Academic Bulletin**](http://bulletin.miami.edu/undergraduate-academic-programs/music/#academicpoliciestext#text).

### Course Load

* Full-time course load is 12-18 credits.
* Most international students, students on financial aid, and those on communication or ROTC scholarship must complete 24 credits in two semesters to retain their financial aid or eligibility.
* Students receiving Florida aid must complete 24 credits during fall and spring terms to remain eligible.
* Summer courses cannot be counted.

The maximum number of credits per semester is eighteen (18). Please do not ask to add a course late in the semester that will create a credit overload. Rare exceptions may be granted for compelling reasons. If the student requests nineteen (19) credits or above on his/her initial registration, a course request form will be used and the Assistant Dean’s signature, in addition to the advisor’s signature, will be required. Tuition covers up to 20 credits without additional cost. Credits above twenty (20) are charged on a per credit basis.

### Special Projects

Undergraduate Special Projects, 489, 499 or 599 are ordinarily reserved for undergraduates in their junior and senior years. Under certain circumstances, with permission of the Chair and the supervising faculty, students may take a 1 to 3 credit special project to study a particular subject in depth. After reviewing the [**Special Projects Guidelines**](https://umshare.miami.edu/web/wda/frost/students-info-bar/SpecialProjectsGuidelinesRevised.pdf), a [**Special Project Approval Form**](https://umshare.miami.edu/web/wda/frost/students-info-bar/SpecialProjects-ApprovalForm-Revised-fillable.pdf) must be completed and submitted to the advising office for processing. This form details the material to be covered in the special project. A student may not take a special project in lieu of a required course.

### Internships

Students wishing to complete an internship for credit must meet with the faculty of record and have the internship approved, prior to beginning of the internship. For information on internships, student may seek assistance at the Stein Family Office of Career Services (ICB 1056) or the Topple Career Center. Students must enroll before the internship begins.

**Academic Requirements**

For more details about these requirements please refer to your academic bulletin at [www.miami.edu/bulletin](http://www.miami.edu/bulletin)

**Core Communication Courses**

* COM 250 Freedom of Expression and Communication Ethics
  + Your core and survey course are determined by your communication major. Please see your academic bulletin for each program’s requirements.
  + You must complete your core requirements with in your first three semesters (45 credit hours).
* All students enrolled in one of the eight undergraduate majors offered by the School will be required to complete their program’s core writing course, at least one public speaking/presentational skills course, and one digital skills course).

**Minor / Second Major**

Minor: Students must complete a minimum of a minor within the School of Communication or any other college or school. Students cannot double count courses between their major and minor.

* You must declare your minor officially no later than the beginning of the junior year (60 credits).
* Second Major: Students cannot double major within the same department in SoC. If you have any questions, please see your advisor.
* Students who declare a second major are not required to complete a minor.

If you opt for a second major, please consult your academic advisor to ensure that you are taking the correct courses to fulfill major requirements.

Once you are ready to declare your second major visit the Office of Admissions, Academic & Alumni Services Office (WCB 2037) to complete the required form.

**Advanced Writing and Communication Skills**

All School of Communication students are required to complete this requirement. Please see an academic advisor in WCB 2037 if you need further assistance.

**Grades**

You must earn a C or higher in all of your communications classes. A “C-“ is considered a failing grade.

**Academic Warning, At-Risk, Probation**

**Academic Warning**

* Freshmen who have not already completed their math requirement must do so within their first 60 credits at UM; failure to do so will result in being placed on academic warning.
* All transfer students who have not already completed the math requirement must be enrolled in math their 1st semester at UM; failure to do so will result in being placed on academic warning.
* If you have not completed your core requirements within your first three semesters (45 credits), you will be placed on academic warning.
* Your grade point average (GPA) in your communication major must be a 2.5 or higher. If your GPA falls below a 2.5 you will be placed on academic warning.

“**At Risk”**

* Students who were previously put on warning and who have not made progress in the area of deficiency will be “at risk” for academic probation.
* Students who are “at risk” cannot take more than 15 credit hours (13 credits for low GPA).

**Academic Probation**

* You must earn a C or higher in all of your communications classes. A C- is considered a failing grade.
* If you are placed on academic probation, see an advisor in order to rearrange your schedule. You must take the failed course within the next term.
* When placed on probation, you may enroll in up to 13 credit hours for the next semester.
* If you fail a core course during your freshman year, see an advisor about the freshman forgiveness policy.
* This probation is reported to the Office of the Registrar and is reflected on your transcript.



**Resources and Information Sites**

**Math Placement:** [**http://www.math.miami.edu/undergraduate/aleks-math-placement/**](http://www.math.miami.edu/undergraduate/aleks-math-placement/)

**Academic / Final Exams Calendar:** [**https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html**](https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html)

**Student Affairs:** [**https://ombuds.studentaffairs.miami.edu/index.html**](https://ombuds.studentaffairs.miami.edu/index.html)

**Tutoring Services:** [**https://camnercenter.miami.edu/tutoring-services/index.html**](https://camnercenter.miami.edu/tutoring-services/index.html)

**Financial Assistance:** [**https://finaid.miami.edu/index.html**](https://finaid.miami.edu/index.html)

**Request for Review:** [**www.miami.edu/reviewmyaid**](http://www.miami.edu/reviewmyaid)**.**

**Study Abroad:** [**https://studyabroad.miami.edu/**](https://studyabroad.miami.edu/)

**Academic Bulletin:** [**http://bulletin.miami.edu/**](http://bulletin.miami.edu/)

**Computer Recommendation:** [**http://www.com.miami.edu/it/recommended-laptops**](http://www.com.miami.edu/it/recommended-laptops)

**University Registrar:** [**https://registrar.miami.edu/index.html**](https://registrar.miami.edu/index.html)

**University Registrar (forms):** [**https://registrar.miami.edu/forms-and-services/forms/index.html**](https://registrar.miami.edu/forms-and-services/forms/index.html)

**Additional Information:**

**Study Abroad**

The School of Communication, in cooperation with the University’s Study Abroad Office, offers students the opportunity to study at distinguished Universities abroad. Participants may select from a growing number of institutions and from a wide array of courses for one semester or for a full academic year. Completed studies may earn credit toward the student’s University of Miami degree.

Especially attractive for communication students are universities in Australia, United Kingdom and Canada where the language is English and where a variety of communication courses are available.

Students are advised to consider early in their academic career whether or not they wish to pursue these opportunities so the appropriate curricular planning can take place.

As a part of the School of Communication, you have the ability to partake in several study abroad programs led by your very own professors. These programs typically take place over the summer and span several different countries.

For study programs sponsored by the School of Communication or for other study abroad programs, please see your advisor or visit: <http://www.miami.edu/studyabroad>.

For more information, contact the Office of Admissions, Academic & Alumni Services (305) 284-5234, or stop by our office in WCB 2037.

**WHAT DO I DO IF…**

**I don’t have an advisor?**

Advisors are assigned by major. Come to the Office of Admissions, Academic and Alumni Services to be assigned an advisor in WCB 2037 or call 305-284-5234. Undeclared students will be assigned to Aaron Pikula.

**I don’t know when classes begin, end, or the last day to add or drop a course?**

The Bulletin and Student Life Handbook have Academic Calendars to keep you informed…registration, mid-term grades, holidays, etc. To see these calendars, log on to [www.miami.edu/index.php/registrar/calendar](http://www.miami.edu/index.php/registrar/calendar).

**I don’t know my Bulletin?**

Please refer to the University’s Web site: [www.miami.edu/bulletin](http://www.miami.edu/bulletin)

**I need to change or drop a course?**

Check the Academic Calendar for the last date to add or drop a course. All students may add or drop a course within the ADD/DROP deadline online.

**I’m not sure what my major should be?**

Don’t panic. You don’t have to decide right now. Read the Bulletin—see what majors are offered, see what courses they require; are they courses you want to take? After thinking it over, talk with a faculty advisor in each of the areas you are thinking of majoring in.

**I’m not sure what my minor or second major should be?**

You may choose a minor from any school or college. There are restrictions to declare a second major outside the School of Communication, College of Arts & Sciences and School of Education. Please consult with your advisor in WCB 2037 to review requirements.

**I want to change my major or even my school?**

Talk with your Academic Advisor and complete the change of major/minor school form. It’s easy to do if you’re sure you know what you want.

**I don’t know what my course requirements are?**

The University Bulletin shows all requirements for graduation. Your advisor will help but you are responsible for meeting all requirements. This is also available on your Degree Progress Report (DPR) located in your CaneLink student center.

**I want to get involved in Communication activities?**

There are a variety of Communication Student Organizations. The SoC has 2 student-run publications: *The Miami Hurricane*, the campus newspaper, and *Distraction Magazine*. We also have 2 broadcasting groups: UMTV (ch. 96), the University TV Station, and WVUM (90.5FM), the University Radio Station. Other clubs include: Debate, Black Communication Professionals, Public Relations Student Society of America (PRSSA), AdGroup, University of Miami Filmmakers Association and many more! Check the Weekly Wire for updates and meetings.

**I need to buy books or sell my books?**

Visit the University Bookstore in the University Center or Book Horizons at 1110 S. Dixie Hwy. (across from UM).

**I’m going to miss an exam?**

Email your instructor immediately. If you can’t talk with your instructor before the exam date, see him/her as soon after as possible.

**I need help with math?**

Math labs are available every day during the semester, at no cost. Private tutors are also available. For more information, call 305-284-2575.

**I need help with my writing skills?**

The Writing Center is located at LaGorce House 170, 1228 Dickinson Drive; it is a free service. The staff will guide you in preparing research papers, teach you to be a self-directed writer, and help non-native speakers use idiomatic English. For more information, call 305-284-2956.

**I’m interested in employment?**

Toppel Career Center provides centralized career information referral services. It is located at 5225 Ponce De Leon Blvd. For information call 305-284-5451.

**I want to work as a Work Study?**

Call 305-284-6641 or stop by University Center, Suite 2275. The office of student employment is open from 8:30 a.m.-5:00 p.m., Monday through Friday.

**I have a problem with a Faculty or staff member within the University?**

If the problem is with the instructor, first talk with the instructor. If that doesn’t help, see the Department Chairs. You may also meet with the Assistant Dean in the School of Communication Advising Office.

Moreover, the Ombudsman Program seeks to resolve matters informally. The Ombudsman tries to reestablish communication between you and the person or group with whom you have a problem. Call 305-284-4922 or visit Room 244, Ashe Building.

**I get a “D” or an “F”?**

You may repeat a course in which a “D” or “F” was earned, but the repetition of the course will not eliminate the previous grade from the record. You may repeat a School of Communication course no more than once. For more information, talk with your School of Communication Academic Advisor.

**I have a personal problem?**

Talk with your parents, the RA in your residential college, or an Academic Advisor. There are several places to get information and help: Counseling Center, 1204 Dickinson Drive, Suites N & S, 305-284-5511; Substance Abuse

Prevention Center, Bldg. 21E, 305-284-5353; the Campus Chaplains and the Dean of Students office, Bldg. 21-E, 305-284-5353.

**I have to miss a semester or a whole year?**

Talk with the Assistant Dean in Admissions, Academic & Alumni Services, WCB 2037, or call 305-284-5234 to find out about withdrawing and applying for inactive status.

**I need financial aid?**

Visit Financial Assistance Services in 2nd floor, University Center, or call 305-284-5212.

**I didn’t receive my Student Life Handbook?**

The handbook contains important and helpful information about the University, student activities, student rights and responsibilities. It’s free and available at the University Center and the residential colleges.

**I have other questions?**

First, check the current Undergraduate Academic Bulletin, [www.miami.edu/bulletin](http://www.miami.edu/bulletin) and the Student Life Handbook. If the information you need is not available, please consult with your academic advisor who will refer you to the right person/office.

**Financial Aid Facts**

**For Undergraduate Students**

**What is Financial Assistance?**

Financial assistance is awarded to a student to assist them in covering expenses, such as tuition and fees, room and board, books and other educationally related costs incurred while obtaining a degree. Assistance can be offered based on need and/or merit.

**How Do I Apply for Need-Based Financial Assistance?**

Students need to complete the Free Application for Federal Student Aid (FAFSA) and list the University of Miami (001536) as a school choice. We recommend that students complete the form online at: [www.fafsa.gov](http://www.fafsa.gov).

The priority filing date for incoming freshmen and continuing students is February 1.

The priority filing date for incoming transfer students is March 1.

**How Do I Apply for Scholarships?**

The Admission application and supporting documents are the application for the University’s Academic Scholarships. For more information please visit [www.miami.edu/scholarships](http://www.miami.edu/scholarships).

**What is Financial “Need”?**

Cost of Attendance (COA) includes tuition, fees, room and board, and allowance for books, supplies, transportation, and personal expenses.

Estimated Family Contribution (EFC) is the result derived by the federal processor using the data provided on the FAFSA.

Financial Need is the difference between the Cost of Attendance and the Estimated Family Contribution.

*(COA – EFC = Financial Need)*

**What Types of Assistance Are Available?**

University Scholarships are awarded to undergraduate students only based on their application for admission to the University of Miami They are based on academic merit and/or talent in areas such as music and athletics.

Grants are typically need based. Federal, state, and university grants are considered “gift aid” and do not have to be repaid.

Loans (federal and private) are available to students and parents. Most of these loans allow the borrower to defer repayment until after graduation.

Work programs allow the student to work for the university and earn the award funds in the form of a paycheck for the actual hours worked. These funds will not be applied directly to the university charges on the billing statement.

**What are Some Other Resources to Pay for College Expenses?**

Monthly Payment Plans allow you to divide all or part of your annual educational expenses into ten convenient monthly payments. This plan is also offered for the fall or spring only as a five-month plan. A total minimum balance of at least $2,000 is required to participate in this plan. A non-refundable participation fee of 3% of the plan amount is charged and included in the monthly payments.

Tuition Stabilization Plan allows you to pre-pay up to four years of tuition only at the current rate. The TSP relieves students of concerns relating to future tuition increases and may also offer substantial savings in future tuition expenses. This plan does not include mandatory fees or health insurance.

Tuition Guarantee Plan (Offered to 1st semester freshmen and receiving financial aid and excludes student health insurance). It is a four-year budgeting plan that allows families to plan for only tuition and mandatory fee expenses over a four-year period.

Florida Prepaid. The Office of Student Accounts does receive tuition, fees, and housing payments from Third Party Sponsors and the Florida Prepaid College Program. Students must submit the necessary paperwork to setup their student account to receive these types of 3rd party payments.

Veteran’s Education Benefits. The Veterans’ Affairs Certifying Official is located in the Office of the Registrar; 305-284-2294, to assist veterans and dependents of veterans who are entitled to V.A educational benefits.

Office of Student Account Services: (305) 284-6430 option 5; [saccounts@miami.edu](mailto:saccounts@miami.edu); [www.miami.edu/osas](http://www.miami.edu/osas)

Office of Financial Assistance Services – (305) 284-6641; University Center,

Suite 2275, 1306 Stanford Drive, Coral Gables, FL 33146; [ofas@miami.edu](mailto:ofas@miami.edu); [www.miami.edu/ofas](http://www.miami.edu/ofas)

Office of Student Employment Services: (305) 284-6641; [ose@miami.edu](mailto:ose@miami.edu);

[www.miami.edu/ose](http://www.miami.edu/ose)



The Camner Academic Resource Center (ARC) at the University of Miami will assess your individual needs and provide strategies to help you boost reading skills, enhance time management and organization, and strengthen relationships with professors and mentors.

From tutoring to workshops to consultations with a learning specialist – the Camner ARC provides support services to University of Miami students, parents, and faculty across all academic disciplines at the undergraduate and graduate levels. And best of all, it’s free!

**One-on-One Tutoring**

Through the Peer Tutoring program at the Camner ARC, you can receive free tutoring in almost any course taught at the University of Miami. Our trained peer tutors work with you one-on-one to help you develop a deeper understanding of your most challenging subjects. Through the Math Lab, tutoring in almost any undergraduate math course is available on a walk-in basis.

**Learning Specialists**

Students may request a one-on-one meeting with a Learning Specialist to help develop the skills needed to achieve success in their academic careers. Some of the skills covered during these appointments include time management, effective note-taking, organization, test taking, and learning strategies.

**Worthwhile Workshops**

This series of 30-to 45-minute educational sessions takes place regularly throughout the semester and is designed to provide an overview of various academic resources and methods. Topics include note taking, test anxiety, textbook reading strategies, establishing productive relationships with professors, and more. Check the workshop schedule on our website, and attend as many as you like.

**UMX 100: The University of Miami Experience**

Designed for freshmen and transfer students, UMX 100 is a unique online, self-paced course specifically designed to assist students in making a successful transition to the University of Miami. The course creates opportunities for students to learn skills integral to developing connections with students, staff, administrators, and faculty. UMX 100 provides an opportunity for students to utilize UM resources necessary for success in college and beyond.

**Independent Learning Initiative**

ILI is a fee-based academic support program that provides structure, support, instruction, and monitoring for students needing additional guidance during the college experience. During the semester students will identify and understand their academic strengths and areas for growth, as well as learn strategies, skills, and technologies to enhance their academic and personal success in college.

**Parental Support**

College can be a challenge for parents as well. Parents can find information on the Camner ARC website about services at UM and how to support their student.

**Disability Services**

Administered through the Camner ARC, the Office of Disability Services provides educational accommodations, auxiliary aids and services, and other appropriate assistance for UM students with disabilities. For more information, call 305-284-2374 or e-mail [disabilityservices@miami.edu](mailto:disabilityservices@miami.edu).



