



UNIVERSITY OF MIAMI  
DEPARTMENT OF CIVIL, ARCHITECTURAL  
AND ENVIRONMENTAL ENGINEERING



New Graduate Student  
Frequently Asked Questions

## Getting Started

### *Where is the Department of Civil, Architectural, and Environmental Engineering (CAE) located?*

- ☞ The main office of the CAE department is located in room 325 on the 3<sup>rd</sup> floor of the McArthur Engineering Building on the Coral Gables campus. The mailing address is 1251 Memorial Drive, Coral Gables, FL 33145.

### *What's my CaneID and how do I obtain it?*

- ☞ Your CaneID is a username/password authentication process that provides access to multiple University systems and services via use of a single username and password. Your CaneID Password safeguards your access privileges on many UM systems and should be known only to you.
- ☞ Your CaneID is also the beginning of your email address. For example, if your name is Sebastian Ibis, your CaneID might resemble *ibis19* and your email address would resemble *ibis19@....*
- ☞ You can obtain your CaneID by visiting the [UMIT CaneID](#) website.

### *How do I set up my University of Miami email address?*

- ☞ The email address should be automatically created for you after you create your CaneID. To access the email via web browser, follow this direct link to the University of Miami's Information Technology website: [UMIT New to UM](#). For questions related to accessing or configuring email, refer to the [UMIT Email and Collaboration](#) website.

### *What's CaneLink and how do I get access to it?*

- ☞ 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 <https://canelink.miami.edu>
- ☞ If you have questions or difficulty logging in, refer to the list of [CaneLink FAQ](#).

### *What's my C# and my CaneLink ID #? Where do I find them?*

- ☞ 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*.

### *Do I need to complete any special training before I can begin my research or work in the lab?*

- ☞ All students who plan to conduct research (whether analytical or experimental) must complete several training modules as described on the College of Engineering's (CoE) website ([Resources for Graduate Students](#)).

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### *What's a Social Security Number and why do I need it?*

- ☞ 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. They should contact Ruth Castillo (res202@miami.edu) for guidance on how to initiate the process.

### *How do I obtain 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/>

## **Advising**

### *Who should I first meet when I arrive to campus?*

- ☞ Before students begin their graduate degree, they must meet with the Graduate Program Director (Dr. Giancaspro) to outline a few basic policies and review some standard procedures to enable them to make a smoother transition into graduate study. Email Dr. Giancaspro ([jwgiancaspro@miami.edu](mailto:jwgiancaspro@miami.edu)) to arrange an informal meeting prior to arriving on campus.

### *Who is my advisor?*

- ☞ Ph.D. students: a CAE faculty member should have already reached out to you during the application review process.
- ☞ M.S. students: you choose your advisor, who must be a full-time CAE faculty member and a member of the Graduate Faculty. Nearly all CAE faculty qualify as advisors; their profiles can be viewed on the [CAE website](#). Choose a faculty member whose interests align with yours, then reach out to one of them with a brief introduction of yourself (email or in person) and ask if he/she is willing to serve as your advisor.

## **Course Selection and Registration**

### *How do I register for courses?*

- ☞ Ph.D. students: meet with your advisor and he/she will assist you in selecting courses during your first semester.
- ☞ M.S. students: you will first need to tentatively plan your course schedule for your M.S. degree so that it satisfies all requirements. The degree requirements are outlined in the Program of Study (PoS) form. The current version is available online at the [CAE Graduate website](#). Scroll to the Graduate Student Resources section and download the form. There are step-by-step instructions on how to complete the form. You may register for courses once the PoS form is completed.

### *Can I select different courses once my Program of Study has been approved?*

- ☞ Yes, but you will first need to obtain signatures on a revised Program of Study form first.

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### *Who should I select for other Supervisory Committee members?*

- ☞ Try to select faculty members whose interests and career path are similar to yours. To select the member outside of the CAE department, ask your advisor for advice.

### *When will certain CAE courses be offered?*

- ☞ The course offerings for the upcoming semester should be available at [CaneLink Class Search](#).
- ☞ The tentative CAE course rotation can be found in the "Program of Study and Course Planning" compressed folder posted on the [CAE Graduate](#) website. Scroll to the Graduate Student Resources section.

### *Where are the course descriptions?*

- ☞ The descriptions can be found by clicking the link "Course Listing" on the [CAE Graduate](#) website. Scroll to the Graduate Student Resources section.

### *Are graduate courses offered by the CAE department during the summers?*

- ☞ On occasion, the CAE department will offer summer courses. Contact the Graduate Program Director (Dr. Giancaspro [jwgiancaspro@miami.edu](mailto:jwgiancaspro@miami.edu)) for availability.

### *Where can I find the course registration form to complete?*

- ☞ Please see Ruth Castillo in the main CAE office.

### *How do I transfer credits from my previous institution?*

- ☞ A step-by-step procedure can be found in the "Transfer Courses from Another Institution" document posted on the [CAE Graduate](#) website. Scroll to the Graduate Student Resources section.

### *When is new graduate student orientation?*

- ☞ The date, time, and location is available on the Graduate School's website for [Graduate Student Orientation](#). There will also be two additional orientations:
  - For all new graduate students in the College of Engineering
  - For all new graduate students in the CAE department and the CAE department

### *When and where do I buy books? How do I know what books to buy?*

- ☞ 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.

### *Do I need to take formal training as a Teaching Assistant or a Research Assistant?*

- ☞ All new incoming Ph.D. students should already have been enrolled in the online Teaching Assistant Orientation Training provided by the Graduate School through a Blackboard organization.

## **Administrative**

### *How do I pay my term bill?*

- ☞ The Office of Student Account Services (OSAS) has different types of payment options. The list of payment options and explanation can be found [here](#).

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### *How do I set up direct deposit?*

- ☞ M.S. Students: The Office of Student Account Services has a step-by-step tutorial for direct deposit. It can be found [here](#).
- ☞ Ph.D. Students: Direct deposit is set up differently. Please contact the CAE office manager, Glenneka Johnson, for more information. She may be reached via email ([g.durand@miami.edu](mailto:g.durand@miami.edu)) or in person at the main CAE office located in room 325 on the 3<sup>rd</sup> floor of the McArthur Engineering Building on the Coral Gables campus.

### *Do I need to provide any other documents now that I am admitted into the graduate program?*

- ☞ All graduate students should have submitted original official copies of transcripts from their previous institutions. If a prior degree (such as a B.S.) was not completed at the time of application to our graduate program, the final transcript (showing that the degree is now completed) must be sent directly from that institution 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 first be performed by an evaluation service that is pre-approved by the University of Miami. Those documents must be official and be sent directly from the evaluation service to the University of Miami. Official test scores such as those for the GRE and TOEFL must also be sent directly from the testing service to the University of Miami. The cost to obtain all of this documentation must be borne by the student. **A student cannot be admitted to candidacy nor graduate unless all of this documentation is completed.**

## Other

### *Where can I find a summary of my responsibilities, benefits, and time off?*

- ☞ Visit the College of Engineering's website ([Resources for Graduate Students](#)), which provides an overview of this information.

### *Have another question?*

- ☞ Contact the Graduate Program Director (Dr. Giancaspro [jwgiancaspro@miami.edu](mailto:jwgiancaspro@miami.edu)) or the Graduate Secretary (Ruth Castillo [res202@miami.edu](mailto:res202@miami.edu)). Both are located at the main CAE office located in room 325 on the 3<sup>rd</sup> floor of the McArthur Engineering Building on the Coral Gables campus.