Dear Student,

Welcome to CaneLink and the new student information system!

As one of the executive sponsors of the Enterprise Resource Planning (ERP) initiative, I am excited for the University of Miami community to experience the new features and functionality inherent in this modern, secure, and flexible environment.

Replacing the University’s aging student information system has been a major endeavor, and the project team has worked countless hours over the past year to make the initial launch a success. I applaud their efforts and hope that you will join me in thanking them for their dedication as we continue on our journey to modernize UM’s administrative systems.

CaneLink will serve as the gateway between the Oracle PeopleSoft Campus Solutions software and the legacy myUM environment, allowing for seamless interaction between the old and new systems.

A few of the highlights include:

- Automated Wait Lists
- Prerequisite Checking
- View Class and Advisee rosters with photos and emailing options
- Run Degree Progress Reports and What-If Scenarios for Advisees

If you have any questions about the new system, please do not hesitate to contact the project team (listed in the Contact Information section of this guide). Please refer to the “Contact Information” section located at the end of this guide for details.

Sincerely,

[Signature]

Executive Sponsor for the ERP Initiative
Executive Vice President and Provost
University of Miami
Sign in is simple and secure.

The URL to access the system is canelink.miami.edu

You will sign in using your Cane ID and the associated password.

**TIP**  Cane ID and password are case sensitive.
Save the URL as a favorite.
Once logged into CaneLink, do not use your Internet browser’s Back button—this could cause you to lose information.
Sign out.

Once logged into the system, you can log out by clicking the Sign Out link in the upper-right corner of any screen.

**IMPORTANT SECURITY FEATURE** CaneLink automatically logs you out after 20 minutes of inactivity.
The Student Center is the main launching point for accessing academic, financial and personal information.

**Academics**, enables you to view your weekly class schedule. There are also links to other academic features, such as Enrollment, Academic Planner, Course History and Grades.

**Finances**, enables you to view an account summary. It also contains other financial links such as Account Inquiry, Account Activity, Charges Due, Payments and Pending Financial Aid.

**Personal Information**, enables you to update your contact information. From here you can set up Authorized Users, set User Preferences, update Emergency Contact information and more.
1 Academic Links. These links allow you to access additional functionality including grade reports, Degree Progress Reports and What-If Reports.

2 This Week’s Schedule. Displays information on the classes in which you are currently enrolled. To view your weekly class schedule in a grid format click the Weekly Schedule link at the bottom of the grid.

3 Enrollment Shopping Cart. Click the enrollment shopping cart link to view the Shopping Cart screen where you can select the classes you wish to enroll in prior to your enrollment appointment date. Once classes are in your cart you can "validate" them to see if you have everything you need to register.

4 Finances. View your account summary from this section and link to other financials information including charges due, payments and pending financial aid.

5 Personal Information. View and update your contact information including home and current address, home phone number and email address. Links to update emergency contact information, authorized user setup, demographic data and emergency contact information are also included.

6 Search For Classes. Click the Search for Classes button to transfer to the searchable schedule of classes.

7 Holds. Displays any Service Indicators (Holds) associated with your record. You may click the Details link for more information.

8 Enrollment Dates. Displays information on when you may begin to enroll in classes.

9 Advisor. Displays advisor(s) name and contact information. You may click the Details link for additional contact options.
Class Search

The Search For Classes button takes you to the searchable schedule of classes screen. To help in your search there are a variety of search criteria available. Use at least two of the search criteria described below.

1. The term drop down list allows you to select the appropriate term. **You must select a term.**

2. Enter the Subject under which the course is listed in the Course Catalog, or click the Select Subject button to view an alphabetized list of Subjects from which to choose.

3. Enter the course number that identifies the course in the catalog.

4. The Course Career drop down list allows you to select the appropriate career and course for which you are searching under Additional Search Criteria.

5. Limit your search to particular times, days of the week, instructor, and keyword.

6. Course Component, Session, Campus, Location, Course lists enable you to refine your search even further.
7 Click the Search button to see the results.

Registration

It is easy to register for classes. There are a number of ways in which to search for classes to add to your enrollment Shopping Cart.

1 Class Number. Enter the number that is found in the class section link on the Class Search. This number uniquely identifies the class.

2 Class Search. Search for classes using the Search for Classes screen. See the Class Search section of this guide for more details.

3 My Requirements. Search for classes using information provided in your Degree Progress Report.

4 My Planner. Search for classes being offered using the courses in your Planner. To use this feature you must have added classes to your My Planner.

CaneLink also provides the ability to easily drop, add and swap classes during the drop/add period. Please see page 10 of this guide for more details on this feature.
The Enrollment Shopping Cart holds the classes you select from the Schedule until you are ready to enroll.

Even if your Enrollment Appointment date hasn’t arrived, or if your advisor hasn’t removed your Registration Advising Hold, you can still put classes in your Shopping Cart.

From the Student Center click the Enrollment Shopping Cart link to get started. If more than one term is open for enrollment, you will be offered a choice of terms. Select the appropriate term by clicking in its radio button. Click Continue.
1. Enter the class number, if you know it, to add that class to your Shopping Cart.

2. Select the radio button next to Class Search to select a class from the searchable schedule of classes.

3. Select the radio button next to My Requirements to select classes that are listed on your Degree Progress Report.

4. Select the radio button next to My Planner to select classes from your Planner. To use this feature you must have added classes to your course Planner.

5. This grid shows classes that have already been added to your Shopping Cart.

6. The Status column shows the status of the class. In this case, the classes in the Shopping Cart have an open status indicated by the Open icon. A Closed icon would indicate the class was closed and a Wait icon would indicate that there is a wait list.

7. Once classes are in your cart, choose one (or more) and click Validate.

7a. Once you click Validate the shopping cart status report appears. The validation process checks for time conflicts, prerequisites, and the need for instructor or departmental permission. Displayed next to each class is a status indicator and a message. The message lets you know if the class is OK to Add to your schedule, or if a problem could keep you from registering for a class.

8. Click Enroll once your enrollment appointment date has arrived to register for the selected classes.

Please note that you must return to this page and hit the Enroll button to register for classes when your enrollment appointment date arrives.
By now, you're probably getting to know your way around the new system. You've filled your shopping cart, validated courses and possibly even enrolled.

What if you need to drop, add or swap a class? Some students may be required to visit with their Academic Advisor in order to drop their classes.

Drop

To begin you must click on the Enroll link in the upper left hand corner of your Student Center.

1. Click the drop tab to see a list of classes to drop.
2. Select the class you want to drop.
3. Click the Drop Selected Classes button.
Once you have chosen the class you wish to drop, you will be brought to the Confirm your selection screen.

4. Confirm your selection and click the Finish Dropping button.

A results screen will appear to show the results of the drop.

There are a few reasons as to why your drop may be unsuccessful:

- It may be outside of the drop/add period. In this case you will need to contact the office of the University Registrar in order to drop the class.

- You may need permission to drop the class. In this case you will need to contact the instructor or the dean of your school or college for permission in order to drop the class.
Drop/Add/Swap.

Swap

Let’s say you decide to drop a class and then add a new one. If you don’t use the swap feature there is a chance you could wind up getting closed out of both classes. Swap lets you drop and add a class at the same time. You’ll only be dropped from your old class if you are able to enroll into the class you are adding. (This is a great option to use if you select to be on a waitlist of a class.)

To begin you must click on the Enroll link in the upper left hand corner of your Student Center.

1. Click the swap tab to go to the Swap a Class screen.

2. Select the class you wish to swap from the drop down list.

3. Choose a class that you wish to swap with, you can:
   
a. Perform a class search and select a class from the searchable schedule of classes.

b. Select a class from your Shopping Cart.

c. Enter a class number (if you know it).
Once you have chosen the class you wish to swap, you will be brought to the Confirm your selection screen.

4 Verify your selection and click the Finish Swapping button.

Note the status column shows a ✓ which indicates the class swap was successful. Had the swap been unsuccessful an ✗ would appear with a message indicating why the swap was unsuccessful.
There are a few ways to view grades. Use the Course History screen, Grades screen or Unofficial Transcript to see your grades and a list of courses you've completed.

These screens can be accessed from the ‘other academic...’ dropdown list in your Student Center home page.

Course History

The Course History screen lists the classes you have completed and are currently enrolled in, and the grades received in each. Use the Sort results by dropdown lists to organize the list.
Grades

The View My Grades screen lists your grades and grade point statistics by term.

Unofficial Transcripts

Your unofficial transcript provides you with a view of the courses you have completed and the corresponding grade point average information.
You have real-time access to the same reports that your advisor can see: the Degree Progress Report and the What-If Report.

The Degree Progress Report allows you to review progress toward your degree. The What-if Report provides you with a tool to help you determine how the courses you have completed could fit into alternative academic programs. The My Planner resource allows you to plan out the courses you want to complete during your academic career.

Degree Progress Report

The Degree Progress Report compares your completed coursework against your graduation requirements. It tells you what requirements you have completed, what requirements you have left to complete, and the courses you can use to complete them.

The Degree Progress Report is a planning tool. It is NOT a transcript and it is NOT an official document. Students must work with their advisors to plan their programs of study, to enroll in the most appropriate classes, and to ensure that they are meeting their graduation requirements.

Incomplete, In Progress, and Upgraded Courses

YOUR DEGREE PROGRAM IS NOT COMPLETE UNTIL YOU HAVE SATISFATORIALLY COMPLETED ALL OF YOUR COURSES AND MET ALL OTHER DEGREE REQUIREMENTS.

Degree requirements cannot be satisfied until all coursework is complete.

This report assumes that in-progress, incomplete courses, and other non-graded courses will be completed satisfactorily. Therefore, the report treats these courses as meeting degree requirements.

The following courses were used to satisfy this requirement:
What-if Report

A What-If Report lets you audit the credits you have earned against a new degree. Run a What-if Report to see how the courses you’ve already completed fit into a new major or minor.

My Planner

My Planner will allow you to search the course catalog and select courses you would like to take in the future. You are able to organize the courses by semester to help plan out your academic career.
<table>
<thead>
<tr>
<th>CaneLink Term</th>
<th>Previously known as...</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career</td>
<td>N/A</td>
<td>Term that classifies both students and curricula as belonging to one of five categories: Undergraduate, Graduate, Law, Medicine, and Non-degree.</td>
</tr>
<tr>
<td>Academic Group</td>
<td>N/A</td>
<td>Academic Group denotes the school that &quot;owns&quot; the course and the school from which the instructors have teaching appointments.</td>
</tr>
<tr>
<td>Academic Organization</td>
<td>Departments</td>
<td>Colleges, schools, and departments that conduct curricular studies at the University of Miami. Academic Organizations are responsible for maintaining their class schedules for each term.</td>
</tr>
<tr>
<td>Academic Plan (Plan)</td>
<td>Majors, Minors</td>
<td>The method by which students pursue their studies. For students, majors, minors and cognates are Academic Plans.</td>
</tr>
<tr>
<td>Academic Program (Program)</td>
<td>School or College</td>
<td>The school to which a student is admitted and/or from which he or she graduates.</td>
</tr>
<tr>
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<td>Definition</td>
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</tr>
<tr>
<td><strong>Class Components</strong></td>
<td>N/A</td>
<td>The primary format of a class or class section; for example, lecture, lab, dissertation, seminar, clinical.</td>
</tr>
<tr>
<td><strong>Class Number</strong></td>
<td>CRN</td>
<td>Each class offering of a course is assigned a unique four digit number when created.</td>
</tr>
<tr>
<td><strong>Class Section</strong></td>
<td>N/A</td>
<td>Each class offering is assigned a class section number that makes it easily identifiable within the course.</td>
</tr>
<tr>
<td><strong>Degree Progress Report</strong></td>
<td>ACE/Degree Audit</td>
<td>Compares the classes and benchmarks that a student has achieved towards fulfilling graduation requirements. Degree Progress Reports list each class that a student has completed, grades achieved (if applicable), credits earned (if applicable), and classes yet to be taken to fulfill requirements.</td>
</tr>
<tr>
<td><strong>Enrollment Appointment</strong></td>
<td>Registration Start Date</td>
<td>The date a student may begin to register for classes.</td>
</tr>
<tr>
<td><strong>Planner (My Planner)</strong></td>
<td>N/A</td>
<td>A self-service tool that enables students to select courses they want to take in upcoming semesters from the Course Catalog.</td>
</tr>
<tr>
<td>CaneLink Term</td>
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</tr>
<tr>
<td>Service Indicators (Holds)</td>
<td>Stops</td>
<td>Also known as Holds on the Student Center screen. Can be positive or negative. Negative service indicators may prevent students from enrolling in upcoming terms. Advising Holds, for example, are categorized as Negative Service Indicators and are applied to students who are required to see an advisor prior to registration. Advisors can remove the Advising Hold once they have met with a student.</td>
</tr>
<tr>
<td>!Negative Service Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>★ Positive Service Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shopping Cart</td>
<td>N/A</td>
<td>Works with the Schedule of Classes and holds the classes in which a student wants to enroll before submitting an enrollment request. Students enroll in classes via their Shopping Cart once their enrollment appointment (or open enrollment) arrives. Advisors can view their advisees’ Shopping Carts before enrollment.</td>
</tr>
<tr>
<td>What-If Report</td>
<td>N/A</td>
<td>A report that asks, “What if this student wants to change majors, minors, or cognates?” Compares the student’s current curriculum and benchmark achievements with a proposed major, minor and cognate combination, and lists the requirements that would and would not be satisfied if the student wants to make a change.</td>
</tr>
<tr>
<td>Term</td>
<td>Semester</td>
<td>The designation for a semester and year. For example, Fall 2013 is a term.</td>
</tr>
</tbody>
</table>
Contact Us

ERP Campus Solutions Project Team
ERPProject@miami.edu

Use this address to direct general questions about CaneLink to the Project Team.

UMIT Service Desk
ITSsupportCenter@miami.edu

Use this address to direct questions about access to CaneLink and other system-related questions.

As always, you can contact the UMIT Service Desk at 305-284-6565 (Gables) or 305-243-5999 (Medical)

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