



2011-2012 VOLUNTEER HANDBOOK

WHO'S WHO IN ADMISSION

Mailing Address:

University of Miami
Office of Admission
P.O. Box 248025
Coral Gables, FL 33124-4616

Main Phone: 305-284-4323

Fax: 305-284-6605

E-mail: admission@miami.edu

Web Page: www.miami.edu/admission



UMAdmission

Domestic Admission Officers	Phone: (305-284-xxxx)	Territory/Responsibility
Edward Gillis Dean Enrollment Management	4472 egillis@miami.edu	
Deanna Voss Director of Admission, Recruitment, & Operations	5673 dvoss@miami.edu	Hawaii, Home School and Employee Dependents
James Sullivan Sr. Associate Director	5477 jpsullivan@miami.edu	Legacy Students
Jazmane Morgan Associate Director	5714 jmorgan@miami.edu	GA, TN
Joe Altieri Assistant Director	5790 j.altieri@miami.edu	CA, CO, WA, OR, WY, AK, ID, MT
Cristina Busto Sr. Assistant Director	6990 cbusto@miami.edu	High Achieving Student Recruitment
Meredith Coen Assistant Director	4323 mcoen@miami.edu	IA, IL, IN, MO, MI, MN, NE, ND, KS, OH, SD, WI,
Alain Darang Assistant Director	6403 adarang@miami.edu	AL, AR, KY, LA, MS, NC, SC, WV, Broward County, FL
Maria deLeon-Fleites Assistant Director	5313 mfleites@miami.edu	Miami-Dade County, FL
Lindsay Dufresne Sr. Assistant Director	8438 ldufresne@miami.edu	ME, MA, NH, RI, VT, CT
Brandon Gross Assistant Director	5762 brandon@miami.edu	NY
Brenda Jackson Sr. Assistant Director	5228 bjackson@miami.edu	Florida (except Broward & Miami-Dade Counties)
TBA	5761	MD, DE, VA, D.C.
Megan Stamm Assistant Director	5713 mpaulson1@miami.edu	AZ, NM, OK, TX, UT, NV
Dana Warshauer Assistant Director / Transfer Coordinator	5755 dwarshauer@miami.edu	NJ, PA, Transfer Students
Scott Woodcock Sr. Assistant Director	5722 swoodcock@miami.edu	Miami Circle Coordinator
International Admission Officers	Phone: (305-284-xxxx)	Territory/Responsibility
Mark Reid Director of International Admission	5857 mreid@miami.edu	Eastern Canada, Colombia, Mexico, & U.S.A. Int'l. Schools
Nancy Ortiz Sr. Associate Director	5871 nortiz@miami.edu	International Graduate Recruitment
Juan Alvarez Associate Director	1503 jpalvarez@miami.edu	Asia, Europe, Africa, Venezuela, & Western Canada
Elissar Kurban Sr. Assistant Director	2271 e.kurban@miami.edu	Middle East & Latin America (except Colombia, Mexico & Venezuela)
Noelle McMahon Sr. Assistant Director	5761 n.mcmahon@miami.edu	Caribbean, SE Asia, & Int'l. students in the U.S.A.

TABLE OF CONTENTS

Who's Who in Admission A

President's Message 1

Introduction 2

Responsibilities of the Miami Circle Members 3

College Fairs 4

Guidance Counselor Contact 6

NACAC Statement of Principles of Good Practice 7

Information Sessions 7

Calling Campaigns 9

Letters 10

Admission Requirements, Options & Deadlines 11

Undergraduate Majors and Programs 14

Appendix A 16

Appendix B (Evaluation Form) 20



PRESIDENT'S MESSAGE



Dear Miami Circle Volunteer,

I want to thank you for the commitment you have made to the University of Miami. As a volunteer for the Office of Admission, you provide us with a precious resource — your time. Thank you for taking time out of your schedule to counsel prospective UM students and parents about the dynamic educational opportunities available to them at UM. Whether providing a tour of campus or attending a college fair, you are guiding young people through the college search process at an important time in their lives. I am pleased to know that you are eager to share your experiences about what it is like to be a Hurricane.

Our most valued public relations representatives are the satisfied students, parents and alumni who can spread a positive image of our institution. This is why you play such an important role in shaping the future of UM. Because of your efforts, students and families will have a more meaningful depiction of life on our campus. I hope you will continue to support our mission of sharing the UM experience and making students aware of the wonderful opportunities available on our campus. Know that you make a significant difference in linking the past and present with the future of UM.

Warm Regards,

A handwritten signature in black ink that reads "Donna E. Shalala". The signature is fluid and cursive, written in a professional style.

Donna Shalala
President, University of Miami

INTRODUCTION



Miami Circle is an organization of University of Miami alumni and parents of current or past UM students who wish to contribute to UM in ways that go beyond an annual donation. Meeting prospective students and their families and sharing the strengths and traditions of UM can be a mutually satisfying experience. Students and their parents genuinely appreciate the time and effort volunteers give by relating the distinguishing characteristics of their school. Volunteers find gratification when their efforts result in a qualified student enrolling at UM.

The University of Miami seeks to organize and support a team of committed alumni and parents who enjoy representing the University to prospective students. Simply relating what is unique and special to students and their parents is most effective and especially useful to a young person faced with the difficult decision about which college or university to attend. As a Miami Circle member, the primary goal is to make an appropriate match between our institution and prospective students. One of the best forms of communication with a prospective student is the positive testimony of graduates and parents who are satisfied with their experiences at the University of Miami which enabled them and their children to accomplish their personal goals.

The University is most appreciative of your willingness to be involved in this effort. You can look forward to our support of your participation and hard work. We know you will find working with young people and their families a rewarding and fulfilling experience.

We look forward to another successful recruitment year. GO Canes!

Best Regards,

Scott Woodcock
Miami Circle Coordinator

RESPONSIBILITIES

Miami Circle is organized by geographic region in various areas of the United States. A Chapter Chair is responsible for each region and coordinates all recruitment activities taking place in that region. In addition, many volunteers function as “independents,” representing the University at recruitment events in their local communities but are not necessarily affiliated with a geographic group or “chapter”. Miami Circle activities include, but are not limited to, college fairs, information sessions, interviewing prospective students, participating in calling campaigns, hosting receptions, and attending trainings.

- Attend training workshops in the local area (if offered)
- Commit approximately **5 hours per year** to Miami Circle activities
- Represent UM and assist UM Admission professionals at local college fairs
- Assist admission professionals at local receptions and information sessions
- Assist the University in identifying and recruiting a diverse student body
- Refer prospects and applicants to the University of Miami
- Call Accepted Students and welcome them to the UM Family
- Other activities depending upon interest level



COLLEGE FAIRS

College day/night programs offer an excellent opportunity for students and their families to meet a variety of college representatives. Typically, between 100 and 200 colleges and universities are represented at these programs. Our admission staff endeavors to represent the University at “feeder” schools (high schools where we receive many applicants and enrolled students). In many cases, however, a staff member cannot attend a program due to other recruitment commitments in another geographic territory or scheduling conflicts. In this case, we request that a Miami Circle volunteer attend on behalf of the University.

College Programs are usually arranged in one of two ways:

Fair Style: You are assigned a table (usually in a gym or cafeteria) for students to “browse,” pick up literature, and fill out information request cards. This is the most common format used at college fairs. It is also the format we require when volunteers are covering the fair.

Classroom Style: You are assigned to a classroom for the length of the program (example: 7-9 p.m.) with three 30-40 minute sessions to speak with a different set of students and parents during each session. A general presentation and time for Question and Answers (Q&A) afterward is the best strategy. If your college fair is a classroom style format, please contact the Miami Circle coordinator for some key “talking points” to refer to, or refer to the Miami Circle FAQ sheet that is appended to this manual.

GENERAL INSTRUCTIONS

College Fair Registration/Information: The University Of Miami Office Of Admission has already taken care of the registration and fees (if applicable) for all college fairs you sign-up to attend online. You do not need to worry about registering or payment for a fair! You will receive a confirmation e-mail after signing up for the fair. A copy of the fair invitation, a confirmation letter from the Miami Circle coordinator and necessary recruitment materials will be sent via UPS and typically arrive about a week before the fair. The fair invitation will include date, time, and location details of the fair in addition to directions and parking instructions if applicable.

Attire: Miami Circle members are expected to wear business casual attire to all college fairs (Women: slacks/skirt and UM polo/blouse; Men: slacks/khakis and nice shirt/UM polo). If you have any UM polo shirts, please feel free to wear them to the fair with khakis... the more publicity, the better! If not, wearing nice pants and a button-down shirt or blouse is fine. Also, don't forget your Miami Circle nametag! If you need a new nametag, please fill out your request for a new tag online using the Miami Circle website, and a new tag will be sent to you.

Arrival: Please plan to arrive at the college fair site at least 45 minutes before the college fair is to begin. This is because you will need to find parking, check-in with the host organization and set-up your table. Please bring your shipment of UM materials and brochures to display on your table. Also, don't forget your UM table banner and pens! If there is a dinner schedule prior to the fair, please plan to arrive in time for dinner and you will have time to set-up your table after dinner and before the fair begins.

Shipping UM Materials: When more than one Miami Circle member is attending a fair, UM materials are only sent to one MC member, so don't panic if you did not receive materials! In the confirmation e-mail you receive it will indicate whether shipping will be sent to you or someone else. Please e-mail miamicircle@miami.edu if you need to update your address.

How to Set-up your table: When arriving at a college fair, the first thing you will do is lay out your UM Table banner. Please keep in mind that during the college fair, you are **REQUIRED** to stand behind the table per the **National Association of College Admission Counseling (NACAC) Statement of Principles of Good Practice**. A full listing of these rules can be found on page 6 of this manual.

Next, arrange the following materials on your table (all contained in your shipment):

At-A-Glance Brochures: (100-300+ per college fair) These are the 5.5" x 8.5" brochures that give an overview about admission, financial aid, fast facts, majors, etc. These should be laid out in stacks of about 50-75 spaced out on the table. You will be referring to these a lot when talking with students and families.

Inquiry Cards*: (2-6 packets of 50 cards per college fair) These come in packets of 50 and will be placed on the table closest to the front of the table where students and parents will visit. Place these cards along with the pens on the table. Please be sure to keep all completed inquiry cards after the fair! These cards need to be sent back to the Office of Admission along with the College Fair Evaluation form (template found in Appendix B in manual). (Tip: take the caps of the pens, students are less likely to walk off with your pen when they don't have caps!) **Note:** Most of the NACAC fairs may offer a **scanner** that will be used to collect inquiries in lieu of the card. This scanner is turned back into the college fair officials when the fair ends and UM is sent the data electronically.

Prospectus Viewbook: (1-10 viewbooks per college fair) This is the 8.5" x 11" book. These books are used for **REFERENCE ONLY!** Please give the Prospectus to only the most serious students. It is best to place the Prospectus Viewbooks in the center of the table and open them up to an interesting page for all to view.

COLLEGE FAIRS

Scholarship Flyers: (50-200 flyers per college fair) You may place these on the table.

Frequently Used Websites/Phone # Cards: (50-200 cards per college fair) These are the vertical cards with the frequently asked websites and phone numbers at UM. If a student has a specific question about a school/college or would like more information about a specific student services-related department, please give the student the card.



Additional Forms: The following materials can be downloaded off the Miami Circle website and are located in Appendix A and B of this volunteer manual. Both will be helpful to you in preparation before and after a college fair.

Appendix A: College Fair FAQ Sheet This sheet is helpful and should be printed out **BEFORE** you leave for a college fair to bring with you as a “cheat” sheet when answering questions from prospective students and families.

Appendix B: College Fair Evaluation Form. This form should be filled out **AFTER** you attend the college fair with your comments and overall feedback about your college fair experience. Please send this form to the Miami Circle coordinator with the collected inquiry cards **1-week** after the college fair. The form can be found and submitted directly on the Miami Circle website at http://www.miami.edu/index.php/miamicircle/recruitment/college_fairs. Click on menu item “Evaluation Form”.

NOTE – if you are unable to attend a confirmed program, please call or e-mail Scott Woodcock in the Office of Admission as soon as possible, and he will try to find a replacement. Scott Woodcock can be reached at miamicircle@miami.edu or 305-284-5722. A **“no show” at this type of program is detrimental to the University’s credibility and reputation.**

***Scanners:** Most of the NACAC fairs may offer a **scanner** that will be used to collect inquiries in lieu of the card. This scanner is turned back into the college fair officials when the fair ends and UM is sent the data electronically. At the NACAC fairs, the Inquiry Cards are for back-up purposes only. The scanned information is the same information requested on the Inquiry Card, filling out both is redundant. At the end of the NACAC fair please return the scanner back to the information booth.



NACAC STATEMENT OF PRINCIPLES OF GOOD PRACTICE

The University of Miami, as member of the National Association of College Admission Counselors (NACAC), follows the Statement of Principles of Good Practice in College Admission and Recruitment. The following excerpts outline principles relating to volunteer participation in student recruitment activities:

"Colleges and Universities agree that they will:

1. accurately represent and promote their schools, institutions, organizations, and services;
2. not use disparaging comparisons of secondary or postsecondary institutions;
3. not offer or accept any reward or remuneration from a secondary school, college, university, agency, or organization for placement or recruitment of students;
4. be responsible for compliance with applicable laws and regulations with respect to the students' rights to privacy."

GUIDANCE COUNSELOR CONTACT

It is helpful to become acquainted with the high school guidance counselors in your area. They can be a good source of information about what colleges their students are interested in and how many actually attend private universities. Encourage them to include UM on their college fair invitation list when you are interacting with them at college fairs. If you can, try to get the guidance/college counselor's business card to forward to the Office of Admission so that we may be in contact with the high school in the future.

INFORMATION SESSIONS

The Office of Admission hosts Information Sessions for students and their families in major cities throughout the year. Recruitment Volunteers will be notified of these events through the Miami Circle website and via e-mail. If a volunteer wishes to invite a student, please contact the Office of Admission so an invitation can be sent.

The typical format of the Information Session is as follows:

- 1) A registration area for guests to be signed in
- 2) A meet and greet
- 3) A presentation by an Admission Officer
- 4) A view of the campus via a DVD presentation/Powerpoint/Video
- 5) A question and answer session
- 6) A conclusion with small group discussions

Arrival: We ask you to arrive at least **30 minutes to an hour before** the start of the session to assist with registration and other activities. Admission staff members will tell you how you can assist with the program.

Attire: All Information Sessions require Business Casual or Professional dress and we request that volunteers wear their Miami Circle nametag. If you are missing a Miami Circle nametag, you can request one through our website.

Information Sessions are geared toward a variety of audiences:

Regional Information Sessions for Prospective Students/Families – these information sessions are hosted by Admission staff and are geared toward students and families who have not yet been admitted to the University of Miami. These occur in selected cities across the United States once per semester (Fall, Spring, and Summer).

Accepted Student Receptions or “Yield” Receptions- these are receptions/information sessions hosted by Admission staff and are geared towards students and families who have been admitted to the University of Miami. These occur in major cities across the United States in late March or April and are by “invite only” for accepted students in the surrounding area.

Open House Program – these are information sessions that UM Admission holds four times per year for both prospective students as well as accepted students and their families. Open Houses are held on the University of Miami Campus in Coral Gables, FL. These programs are more in depth than a regional information session in that students and families will participate in an opening session, they will attend an academic interest session highlighting the academic opportunities at one of our nine schools and colleges within UM, and attend the UM fair, which is a “college fair style” event where various UM departments host a table for students and their families to gather information and ask questions. <http://www.miami.edu/miamicircle>

CALLING CAMPAIGNS

Throughout the admission cycle, the Office of Admission conducts “calling campaigns” to our recently accepted students, and we invite Miami Circle members to assist the Office of Admission in making valuable connections with incoming UM students in your local area.

The purpose of the calling campaign is to make a connection with both our accepted students and students who have already committed to the University of Miami. The Office of Admission uses this phone campaign as a part of a larger Yield campaign (a process to get accepted students to actually enroll at UM). This campaign is an opportunity for accepted students to hear from you as a University of Miami alumnus(a) or parent of a current UM student in their local area who can act as a UM resource during the decision making process and also a UM link before they move to campus. Office of Admission solicits participation in late February to call Early Action/Regular Decision Admitted students.

When conducting these important phone calls, the Office of Admission will provide the Miami Circle volunteers with:

1. A script for conversation
2. List of the admitted students in your local area. The student information will include the student’s first and last name, phone number, high school, school/college and major.
3. List of handy resources that will answer many of the frequently asked questions accepted students will have as part of the “next step” in the admission process.

Miami Circle members interested in signing up for the Phone Campaign can do so online through the Miami Circle website. The list of handy resources is also located on the website. You will be e-mailed the list of student information so please make sure that your e-mail address is current in the online form you submit.

The Miami Circle Coordinator will be in touch as the time approaches to solicit participation in the Calling Campaigns. Calling campaigns are a great way to make a personal connection and share your UM experiences with our future ‘Canes as they make the transition to UM.



LETTERS

In some cases, Miami Circle members prefer to send a note to UM applicants inviting prospective students to call or e-mail the Miami Circle member with questions or concerns they may have.

The following example might be used to send to a student you have met: (Business or personal stationery is fine.)

Dear Student:

It was great meeting you and your parents at the college night last week. I believe that the University of Miami has many things to offer a student like yourself.

I graduated from UM in 1978 and recently settled in Washington, D.C. I chose to attend the University of Miami because I believe it offered the best academic program in the area of my interest – communication – as well as a dynamic environment in which to study.

If you have any questions about the University, I would be more than delighted to speak with you. I can be reached at my home or office any time, and the numbers are on my business card which is attached.

I look forward to hearing from you in the future. I wish you the best of luck in making your college decision.

Sincerely,

Ann Alumni/Polly Parent



REQUIREMENTS AND DEADLINES

The University of Miami actively seeks students who demonstrate academic strength, personal integrity, and seriousness of educational purpose. Admission is highly selective, and is offered to those applicants whose credentials are most academically sound and whose interests, aptitudes, and preparation can contribute to the strengths of the University.

Over the past few years, UM has enrolled an increasingly stronger freshmen class. In 2010, 68% of the entering freshman class ranked in the top 10% of their graduating class, and the mid-range for the SAT is 1270-1400 and ACT is 29-32. Most students have an A-/B+ unweighted high school grade point average (GPA). Our average weighted GPA is a 4.2.

The Admission Committee considers each application individually, taking several factors into consideration before making a decision.

Documents required for freshmen admission include:

1. Application for Admission* (Common Application ONLY)
2. An official high school transcript
3. Guidance counselor evaluation
4. Standardized test scores (SAT or ACT – either, no preference)
5. Rank in class, if available
6. Essay
7. A non-refundable \$70.00 application fee

Transfer admission in most fields of study may be granted to students who:

- Have graduated from high school and have taken at least 1 college course.
- If the student has earned 30 or more transferable credits from other accredited colleges or universities, only college coursework/transcripts will be required. Students with fewer than 30 transferable credits must also submit a high school transcript and SAT I or ACT scores.
- Present a cumulative grade point average of at least a 3.0 (certain majors require specific GPA's)
- Be in good academic standing at the last institution attended

Transfer students need to submit:

5. Application for Admission* (Common Application ONLY)
6. An official transcript from each institution attended (students with fewer than 30 approved credits must submit a high school transcript and SAT I or ACT scores)
7. A letter of recommendation from a professor or employer
8. A Dean of Students Form (signed by Dean of Students Office) – student can either mail or fax the form to our office
9. Essay
10. A non-refundable \$70.00 application fee

***Note:** The School of Architecture requires **all** students to submit a portfolio, the School of Music Bachelor of Fine Arts program **requires** an audition, in addition to completion of a Supplemental Application. These students along with nursing students may transfer for the **Fall semester only** for these programs.

APPLICATION OPTIONS & DEADLINES

	November 1	December 20	January 1	February 1	March 1	April 15	May 1
Early Decision Applicants*	Application for Undergraduate Admission Due FAFSA Due for ED Financial Aid Estimate	Notification of Admission Decisions and Academic Scholarship Awards	Enrollment Deposit Due	FAFSA Due (Financial Aid Application)			
Early Action Applicants*	Application for Undergraduate Admission Due			Notification of Admission Decisions and Academic Scholarship Awards FAFSA Due (Financial Aid Application)			Enrollment Deposit Due
Regular Decision Applicants			Application for Undergraduate Admission Due	FAFSA Due (Financial Aid Application)		Notification of Admission Decisions and Academic Scholarship Awards	Enrollment Deposit Due
Dual-Degree Honors Program Applicants	Undergraduate Admission and Supplemental Honors Program Applications Due			FAFSA Due (Financial Aid Application)		Notification of Admission Decisions	Enrollment Deposit Due
Transfer Applicants					Application for Undergraduate Admission Due FAFSA Due (Financial Aid Application)	Notification of Admission Decisions and Academic Scholarship Awards	Enrollment Deposit Due

EARLY DECISION VS. EARLY ACTION

Early Decision (ED) is a “binding” agreement. A student engages in a contract with UM that says the student will attend UM if he/she is accepted (no exceptions). Prospective students can only apply to one institution Early Decision. This option is for students who “bleed orange and green”, UM is their one and only choice.

Early Action (EA) is a “non-binding” agreement. A student applies early, receives an admission decision early, and is not committed to attend UM. A student who applies Early Action to UM can apply to as many other institutions as he or she pleases. The advantage is that the student receives an admission decision and hears back about financial aid earlier than he/she would when applying Regular Decision.

Note To Miami Circle Members Regarding Admission of Students

In recent years, the University of Miami has become increasingly selective. Our goal is to enhance our selectivity and compete with the nation’s most prestigious universities. As a result, our office has received more attractive candidates for admission. While this is certainly gratifying, it requires us to deny admission to prospective students who in previous years might have been admitted. Therefore, as a matter of policy, we avoid speculating on the potential of a student’s admission to the University.

ACADEMIC SCHOLARSHIPS

Each student's candidacy is evaluated with care and sensitivity. Objective criteria such as grade point average, strength of curriculum (number of Advanced Placement/AP, honors or accelerated courses), rank in class, and standardized test scores are the main focus of evaluation. However, subjective data, such as essays, extracurricular activities, counselor recommendations and other distinctive qualities are also important factors. If you become aware of unique qualities that might not be evident in an application, we encourage you to share that information with us. Selective admission is a complex and difficult process to understand and predict. As the University of Miami increases its selectivity, we ask you to resist speculating on chances for admission. Sometimes Miami Circle members are put in the inevitable position of advocating for, or being asked to influence the admission of sons and daughters of family, friends, and neighbors. We understand this, and sometimes it cannot be avoided. In such instances, we caution against making any promises.

University of Miami offers freshman academic scholarships ranging from \$8,000 annually to the full cost of attendance.

Students considered for an academic scholarship demonstrate substantial academic accomplishment above and beyond the average academic profile of a student admitted to UM's freshman class. Students considered for scholarship have prodigious academic success in the classroom typically taking the most challenging curriculum and earning top grades throughout their high school career. This type of success also means that these students are performing in the top tier of their high school class. In addition, students considered for scholarship have significant achievement on standardized tests and a minimum requirement of at least a 1350 SAT (math and critical reading sections) or a 31 ACT to receive consideration. The Scholarship Committee will make the final determination on all scholarship awards.

Bright Future's Scholarship (Florida Applicants Only):

UM DOES ACCEPT BRIGHT FUTURE Scholarships! UM also accepts FRAG Scholarships. For either or both of these a FAFSA is now required. All students wishing to receive these scholarships must fill-out and submit the FAFSA.

TRANSFER SCHOLARSHIP	AMOUNT	MINIMUM CRITERIA
Dean's Scholarship	\$16,000 annually	3.75 cumulative GPA
Phi Theta Kappa	\$16,000 annually	3.75 cumulative GPA Current PTK member
Collegiate Scholarship	\$8,000 annually	3.75 cumulative GPA

UNDERGRADUATE MAJORS AND PROGRAMS

COLLEGE OF ARTS AND SCIENCES

Undecided

Africana Studies

American Studies

Anthropology

Art B.A.:

- Art History
- Studio Art

Art B.F.A.*:

- Ceramics
- Graphic Design/Multimedia
- Painting
- Photography/Digital Imaging
- Printmaking
- Sculpture

Biochemistry

Biology

Chemistry

Classics

Computer Science

Creative Writing

Criminology

Economics

Ecosystem Science and Policy

English

French

Geography and Regional Studies

Geological Sciences

German

History

International Studies

Judaic Studies

Latin American Studies

Mathematics

Microbiology

Neuroscience:

- Neurobiology
- Psychobiology

Philosophy

Physics

Political Science

Psychology

Pre-Professional Preparation:

- Pre-Dentistry
- Pre-Law

COLLEGE OF ARTS AND SCIENCES (CONTINUED)

• Pre-Medicine

• Pre-Veterinary Medicine

Religious Studies

Secondary Education

Sociology

Spanish

Theatre Arts B.A.

Theatre Arts B.F.A.*:

- Acting
- Design/Technical Production
- Musical Theatre
- Stage Management
- Theatre Management

Women's and Gender Studies

SCHOOL OF ARCHITECTURE

Architecture*

SCHOOL OF BUSINESS ADMINISTRATION

Accounting

Computer Information Systems

Economics

Entrepreneurship

Finance

Health Sector Policy and Management

Human Resources Management

International Finance and Marketing

Legal Studies

Management

Management Science

Marketing

Real Estate

SCHOOL OF COMMUNICATION

Advertising

Broadcast Journalism

Communication Studies

Electronic Media

Journalism

Media Management

Motion Pictures

Public Relations

Visual Journalism

UNDERGRADUATE MAJORS AND PROGRAMS

SCHOOL OF EDUCATION

Athletic Training
Exercise Physiology
Sport Administration
Elementary Education
Secondary Education
Human & Social Development:
• Individual & Relational Development
• Community & Program Development

COLLEGE OF ENGINEERING

Aerospace Engineering
Architectural Engineering
Biomedical Engineering
Civil Engineering
Computer Engineering
• Software Engineering
Electrical Engineering
• Audio Engineering
• Wireless Communication
Engineering Science
Environmental Engineering
Industrial Engineering
Mechanical Engineering

ROSENSTIEL SCHOOL OF MARINE AND ATMOSPHERIC SCIENCE

Marine Affairs
Marine Science:
• Marine Science/Biology
• Marine Science/Chemistry
• Marine Science/Computer Science
• Marine Science/Geology
• Marine Science/Physics
Meteorology

*Fine Arts and Architectural Programs

Students applying to the Frost School of Music or the Bachelor of Fine Arts Program in Theatre Arts may only apply under the RD option, are required to submit a supplemental application and an audition or portfolio review. Students applying for Architecture or the Bachelor of Fine Arts Program in Art must also submit a portfolio but may apply ED, EA or RD.

UNIVERSITY
OF MIAMI

PHILLIP & PATRICIA FROST SCHOOL OF MUSIC

(Audition required for all music majors*)

Bachelor of Music majors:

- Composition
- Commercial Music and Production
- Music Business and Entertainment Industries
- Music Education
- Music Education/Jazz Emphasis
- Music Engineering Technology
- Music Therapy
- Performance: Instrumental, Keyboard or Vocal
- Studio Music and Jazz: Instrumental or Vocal

Bachelor of Art major:

- Music, with an outside minor or double major

SCHOOL OF NURSING & HEALTH STUDIES

Bachelor of Science in Nursing

Bachelor of Science in Health Science:

- Pre-Forensics
- Pre-Pharmacy
- Pre-Physical Therapy
- Health Science Business Administration
- Health Science General
- Public Health

Additional programs for transfer applicants:

R.N. to B.S.N. Transition

Accelerated Option: B.S.N.



APPENDIX A

MIAMI CIRCLE – FAQ/CHEAT SHEET

STUDENTS

- 9,402 full-time, degree-seeking undergraduates
- 49% male, 51% female
- 4,676 full-time graduate students
- Racial/ethnic distribution: Asian (10%), Black (8%), Hispanic (29%), White (51%)
- 50% of all courses have 15 or fewer students and 75% of all courses have 25 or fewer students

Typical freshman class profile:

- Number of applications received: 27,700
- Number of incoming freshmen: 2,000
- Approximately 84% live on campus
- Approximately 66% are in the top 10% of their class
- Approximately half of the new freshmen graduated in the top 5% of their class
- Average weighted GPA: 4.20

Transfer stats:

- Applications received: 3,000
- Incoming transfer class: 575
- Mean GPA: 3.44

Admitted student mid-range SAT scores:

- 75th percentile: 1400
- 25th percentile: 1270

Admitted student mid-range ACT scores:

- 75th percentile: 32
- 25th percentile: 29

FACULTY

- Student-faculty ratio: 11 to 1
- More than 2,500 full-time teaching faculty members
- 98% hold the highest degree in their fields

ALUMNI

- 163,000+ alumni live in all 50 states, 148 countries

RESEARCH

- Research and sponsored program expenditures: \$338.9 million (FY 2010)
- Ranked 60th (FY 2000) among all universities in the U.S. for federally funded research

myUM

myUM is UM's interactive online information portal. This one-stop source for personalized, university-related information includes course registration, grades, financial aid and billing, parking, dining and more. miami.edu/myUM

CAMPUS LIFE

- Over 290 student organizations
- 20 fraternities, 14 sororities
- Service groups
- Multicultural student groups
- 3 performance centers and a cinema
- 1 art museum and exhibition gallery
- 30 intramural and 38 club sports
- 6 religious centers
- Wellness and Recreation Center miami.edu/wellness

APPENDIX A

CAREER PLANNING

The Toppel Career Center offers students a dedicated staff of career advisors and resources including:

- Access to career expos, career fairs, company “info sessions,” on-campus recruiting and networking with hundreds of potential employers
- Workshops, skill development sessions, mock interviews, and resume writing classes
- Extensive in-house library of test prep, graduate school and employment guides
- CaneZone, an online job search tool that helps organize resumes and related materials, and taps into numerous job listing services

COSTS

Estimated tuition, fees, room and board for a full-time undergraduate student for 2011-2012 are:

Tuition and fees: \$39,654

Room and board: \$11,528 (Room and meal plan costs will vary, depending on the type selected.)

DEGREE PROGRAMS

More than 30 undergraduate and graduate degrees are offered, including Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Science (B.S.), Master of Business Administration (M.B.A.), Juris Doctor (Law), Doctor of Medicine (M.D.) and Doctor of Philosophy (Ph.D.)

HONOR CODE

All undergraduates are required to subscribe to the Honor Code of the University of Miami, which prohibits dishonesty in all academic work. Enforcement of the Honor Code is student administered.

HONORS PROGRAM/SOCIETIES

- About 1,100 students participate in the selective Honors Program
- 57 Academic Honor Societies (including Phi Beta Kappa)

SPECIAL PROGRAMS

- 85 Study Abroad Programs in 36 countries
- Advising forums for undecided students

DUAL-DEGREE AND HONORS PROGRAMS

UM offers dual-degree and honors programs, combining undergraduate and graduate study in exercise physiology, Latin American studies, law, marine geology, medicine and physical therapy. For more information visit: miami.edu/dualdegree

RESIDENTIAL COLLEGES & MEAL PLANS

- Approximately 84% freshmen living on-campus; just over 50% of total student body
- Freshmen are required to live on-campus unless their family resides in Miami-Dade or Broward county
- Housing Deadline: May 1st or ASAP (pay housing deposit immediately after paying enrollment deposit)
- Two-styles; all double and single rooms; towers with traditional corridor set-up, common bathrooms; suites with two double rooms and connecting bathroom; freshmen will typically be housed in towers
- University Village: 800-bed furnished apartments for Juniors, Seniors, Grad/Law students
- Free laundry in all of the dormitories
- Freshmen CANNOT have cars on campus; Sophomore through Senior year they may
- 14 or 20/meals per week plans available to freshmen
- Transfers are able to apply for housing; however, housing is not guaranteed for transfer students

APPENDIX A

ADMISSION CRITERIA

Freshmen

- **SAT range:** 1270 – 1400 **ACT range:** 29 – 32 (all scores reported do not include writing portion)
Avg. Weighted GPA: 4.2 or A-/B+ Unweighted; 66% rank in top 10% of HS class
- **Applications:** 25,900 **Freshmen class:** 2,000 students
- **Requirements:** Common Application, HS transcripts, 1 Essay, 1 Counselor Evaluation, SAT or ACT scores (do not count Writing section of either test)

3 Application Options:

- Early Decision (binding): Due Nov. 1st Decision: Dec. 20th Deposit Due: Jan. 15th
- Early Action (non-binding): Due Nov. 1st Decision: Feb. 1st Deposit Due: May 1st
- Regular Decision (last deadline): Due Jan. 1st. Decision: April 15th (latest) Deposit Due: May 1st

Transfers

- **Applications:** 3,000 Applications **Incoming Class:** 575 students **Avg. College GPA:** 3.44
- **Credits:** Transfers with less than 30 credits, require SAT/ACT and HS transcript, >30 = College Transcript only from each post-secondary institution the student has EVER attended
- **Requirements:** Application, College & HS transcripts (if less than 30 credits), recommendation (1), Dean of Students Form. Documents located online: www.miami.edu/apply
- Deadlines: March 1 (for following Fall); November 1 (for following Spring)



SCHOOLS & COLLEGES

9 Schools & Colleges: Architecture, Arts & Sciences, Business, Communication, Education, Engineering, Rosenstiel School of Marine & Atmospheric Science, Music and Nursing & Health Studies – over 180 undergraduate majors and programs offered.

School of Architecture

- 5 year bachelor of architecture, professional degree – **requires portfolio** for admission (both Freshmen & Transfer)
- Students assigned their own design studio space from freshman year on; accessible 24 hours, students are given keys to the building; 8-10 drafting tables per studio
- Study abroad opportunity in Rome, Scotland, and Japan; many site visits
- Require students to have a minor outside of Architecture

College of Arts & Sciences

- Pre-law and pre-med let us know that they plan to apply to law school or medical school in their senior year, these **are not MAJORS but tracks!** Students choose an additional major.
- The Center for Freshman Advising serves only Arts & Sciences student
- B.F.A degree in Art requires portfolio review, B.F.A. Theatre Arts requires portfolio or audition. BFA students may only apply Regular Decision (Jan. 1st) and must submit supplemental B.F.A. application. These measures do not apply to students interested in B.A. degree.

APPENDIX A

SCHOOLS & COLLEGES CONTINUED

School of Business Administration

- Students earn a B.B.A. degree; or B.S degree in all majors (B.S. more Math/Science based).
- Unique Alumni Mentor Program where students are matched up from junior year on with a local alumnus/a who works in the business field; monthly meetings
- Students are landing coveted internships – Morgan Stanley; Lehman Brothers; Merrill Lynch; Ernst & Young; Dell; ETC; Deloitte & Touche, Accenture, etc
- Ziff Placement Center complements work of Toppel Career Center

School of Communication

- All writing and production courses enroll no more than 16 students, and all students can use equipment early in their careers at UM
- Students must select second major from any program offered outside the School of Communication
- Tours of the School of Communication are at 10 am & 2 pm. Call Communication for more info (Phone# card)

School of Education

- Three (3) departments: 1) the Department of Teaching and Learning (TAL) includes areas in Elementary Education and Secondary Education, 2) Department of Kinesiology and Sport Sciences (KSS) includes areas in Sports Administration, and Exercise Physiology, and 3) Department of Educational and Psychological Studies (EPS) has graduate programs

College of Engineering

- 100% Grad school/job Placement! College of Engineering has in-house Director of Career Planning
- More than 30 specialized laboratories are available, including the biomechanics research lab, the computer-aided manufacturing lab, the robotics lab and the confluent media lab
- IMPaCT, or Integrated Math, Physics and Communication Track, is an interdisciplinary program for all freshmen that demonstrate the importance of math, physics, chemistry and communication
- Rank #15 in nation for the percentage of women who were awarded a B.S. in engineering
- Infrastructure - Beyond state-of-the-art academic computing (ViAComp).

Rosenstiel School of Marine & Atmospheric Science (RSMAS)

- Facilities include: 65 acre marine research campus on Virginia Key, 78 acre satellite reception and analysis center, a research vessel
- In cooperation with the graduate program in Marine Affairs and Policy, a five-year dual-degree B.A./M.A. program in Marine Affairs is available

Frost School of Music

- More than 300 student forums, student and faculty recitals, guest artist performances, concerts and lectures are given each year
- Audition required for all majors
- Collaboration between the Frost School of Music and the Cleveland Orchestra

School of Nursing & Health Studies

- New M. Christine Schwartz Center for Nursing and Health Studies opened Spring 2007
- Admits students directly to the B.S.N. degree as freshmen. 1st 2 years: core courses Jr/Sr: Clinical
- Our health science program prepares students for entry into UM Department of Physical Therapy and graduate level health professional programs at other universities



MIAMI CIRCLE COLLEGE FAIR/NIGHT EVALUATION FORM

This form is used for future fair planning. Please be specific when filling the form out.

Miami Circle Member: _____

Additional Miami Circle Members: _____

Date of Program: _____ Time: _____

Name of College Fair/Program: _____

Location: _____ City: _____ State: _____

Would you recommend that the University of Miami attend next year? _____ YES _____ NO

Attendance:

- Approximately how many students/parents visited UM's table? _____
- Approximately how many "At-a-glance" brochures did you pass out during the course of the program?

- How many inquiry cards did you collect? _____

Awareness: were students' aware of UM in general? _____

Comments: please give your honest opinions and impressions about the college fair _____

Please return this form with the inquiry cards no later than 1 week after the fair to:

Scott Woodcock
Miami Circle Coordinator
P.O. Box 248025
Coral Gables, FL
33124-4616

Miami Circle Mailing Address

Miami Circle
University of Miami
P.O. Box 248025
Coral Gables, FL 33124

Miami Circle Street Address

Miami Circle
University of Miami
1252 Memorial Drive, Ashe Bldg. Room 132
Coral Gables, FL 33146

Alumni Relations Mailing Address

P.O. Box 248053
Coral Gables, FL 33124

Alumni Relations Street Address

1550 Brescia Ave.
Coral Gables, FL 33146