

# STEPS TO SETTING UP ADVISING APPOINTMENT

1. Go to your Cane Link Account: <https://canelink.miami.edu> → Click on the EAB Campus (formerly GradesFirst) link

The screenshot shows the University of Miami Student Center dashboard. The central banner reads "University of Miami Student Center" and "Information on Admission, Student Records, Degree Audit, Student Accounts, and Financial Aid." Below the banner is a "Go to Student Center" button. The dashboard is organized into several sections:

- Personal Information:** Update E-Mail Address, View Your UM ID, Device Registration Portal (on-campus link only), FERPA Student Tutorial, My Scholarship Profile.
- Cane Card:** Cane Express Balance and Transactions, Make a Cane Express Deposit, Lost or Stolen Cane Card.
- Transcripts:** Order Official Transcript.
- Disclosure Profile System:** Enter/Update Disclosures in the DPS, CITI Training for Conflicts of Interest.
- UMSIS - Student Center:** (Central banner area)
- Instructor Evaluations:** Submit Instructor Evaluation.
- Dining Services:** Meal Plan Add Request, View Current Meal Plan, View Meals Remaining, Meal Plan Change Request, Add Block Meals, Dining Dollars Balance and Transactions.
- CaneLink Mobile:** Mobile Dashboard.
- Other Important Links:** Cognates Search Engine, Apply to Graduate, Health Insurance Waiver, Grad Health Insurance Subsidy, Exit Interview, Current Enrollment Certification, Give to UM.
- Online Resources:** CaneLink FAQ, Academic Bulletin, Academic Calendar, Blackboard, Laureate Blackboard, **EAB Campus (formerly GradesFirst)** (circled in red), University of Miami Libraries, Law Library, Medical Library, Final Exam Schedule, GPA Requirements for Summa/Magna/Cum Laude, Register International Travel, Emergency Preparedness, UM Police Department, Green U, Alcohol Education.

2. Select the "Get Advising" on the top right-hand menu



3. Select Division of Continuing & International Education, then choose the type of appointment (in person or via phone) and hit next.

To help you find a time, please tell us why you'd like to see someone.

Division of Continuing & International Education Advising ▾

Choose from the following options and click Next.

DCIE- In Person Advising ▾

Next ►

4. Select the location (if you chose DCIE-Phone you will only have the phone option, if you chose in-person you will only have the in-person option) and your advisor.

What location do you prefer?

DCIE - Phone (305.284.2727) ▾

Which advisor? You may select more than one.  
*If you don't have a preference, just click Next.*

Schopp, Ann  
Bunsen, Monica

◀ Back

Next ►

5. Select the Morning or Afternoon of the day you prefer and then the time.

Appointment Times This Week

Mon, Jan 08	Tue, Jan 09	Wed, Jan 10	Thu, Jan 11	Fri, Jan 12
	Morning 1 Available	Morning 2 Available	Morning 4 Available	Morning 2 Available
	Afternoon 6 Available	Afternoon 15 Available	Afternoon 15 Available	Afternoon N/A

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

[◀ Back](#)
[Next](#)

6. Confirm your appointment.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

### Appointment Details

<b>Who:</b> Ann Schopp with Ann Schopp	<b>When:</b> Friday, January 12 11:00am - 11:30am
<b>Why:</b> DCIE- Phone Advising	<b>Where:</b> DCIE - Phone (305.284.2727)

#### Additional Details

*Is there anything specific you would like to discuss with Ann ?*

Comments for your advisor...

*Would you like to set a reminder?*

Email will be sent to amarquina@umail.miami.edu

Phone Number

[◀ Back](#)
Confirm Appointment