Housing Application and Meal Plan Selection Process for 2018-2019

New Student Tutorial

Revised December 18, 2017
Getting started with the process...

Once you have logged into CaneLink, on the “Student Home” page you will look for the “UM Housing” section and click on the “Housing Application Process” link.
Your homepage for the Housing & Residential Life Portal

The portal is where you will apply for housing & preference roommates, register for Personal Property Insurance Protection, select your meal plan, and eventually make housing-related requests. Your “screen name” will initially be blank until you begin the Roommate Profile section & then will be generated so you can share the screen name info with your preferred roommate.

To begin, you will click on the “Housing Application...” link--
Selecting the application term you are applying for...

On this page you will see one or more application term options that you can select from...if there are more than one available, you can only complete the process for an application term one at time. After selecting the term you want to apply for, click on the “save & continue” button to move ahead with the process.

Application Term Options - for on-campus housing, meal plans or both

Housing applications are now being accepted for the Spring 2018 semester for currently enrolled undergraduate students as well as newly enrolling Spring 2018 students.

- Spring Only 2018 (1/10/2018 - 5/12/2018)

After selecting an application term above, click the “Save & Continue” button below.

Save & Continue
Welcome to the Housing Application & Meal Plan Selection Process

On this page you will notice a number of information items that confirm what term you selected to apply for & where you are in the overall process. Once you have read the important information contained on the page, you should click on the “start application” button at the bottom of the page to begin the application.

Welcome

The housing application for spring 2018 is now available. Beginning the week of December 18th, the 2018-2019 housing application will be available for new freshmen and transfer students. Completion of the housing application does not guarantee an assignment for transfer and continuing students. Only new freshmen and returning UM study abroad students are guaranteed on-campus housing provided they apply by December 1st for Spring applicants and May 1st for Fall applicants.

To preview the academic year application process, please click on the link below.

First Year Student Housing Application Procedure

Summer housing applications are available in March 2018. Completion of the housing application for one of the summer terms does not guarantee an assignment. Applicants that apply by May 1st for summer terms “A” and “C” are assured of placement and those applying for summer term “B” must apply by June 15th.

Applications submitted after these dates will be assigned on a space available basis. Applicants should not continue to pursue off-campus housing accommodations once a completed application for on-campus housing is submitted as significant cancellation penalties will apply.

In order to submit your housing application, you will be required to make a prepayment of $500 at the end of the application process via the online portal.

Room assignments will be based on the date the student completes the Housing Application. Therefore, we encourage all students to APPLY EARLY.

When contacting University Housing via email, please include your first and last name, as well as your University ID.

If you have additional questions or want to dilly your housing application/assignment status, please contact us:

- Phone: 305-284-4505
- Email: housing@miami.edu

Start Application
On this page, you will be asked to review & verify that your personal detail information from CaneLink is correct and if not, the instructions direct you to your CaneLink account to make corrections / additions. The updates you make will not appear for at least 24 hours so you can continue with the application process and review the updates later at your convenience. You then click on the “save & continue” button at the bottom of the page to continue to next step in the process.
On this next step in the process, you will need to verify the emergency contact information from CaneLink is correct and if not, the instructions direct you to your CaneLink account to make corrections / additions. The updates you make will not appear for at least 24 hours so you can continue with the application process and complete the missing persons contact information on the page. This is required information to be reviewed/gathered before you will be able to continue with the application process. Once you have provided the required missing persons contact information, then you will click on the “save & continue” button at the bottom of the page to continue next step in the process.
Additional Housing Considerations...

If you have a housing-related special need, this page is where you would indicate a need for a special accommodation as well as provide a brief description. Once that is filled out, or if you have no specific accommodation needs, you should click on the “save & continue” button to move to the next step in the process. Make sure to read through highlighted notes.
Roommate Profile – Part 1

On this Roommate Profile section, you will be asked to answer 15 questions ranging from your academic school/college, room / roommate lifestyle topics, Greek affiliation, and whether or not you smoke.
Roommate Profile – Part 1

Additional questions inquire about your interest in Gender Inclusive Housing as well as “Substance Free Housing”.

Once you have completed the profile, click on “save & continue” to move ahead to the next step in the process.
Roommate Profile – Part 2

This page is where you indicate by checking the box if you want to be included in the roommate search process, either for a preferred roommate to “find you” or for potential roommates to see your profile information. You will also see the “screen name” information which is generated by the portal once you begin the process—your preferred roommate will need this information to be able to request you. Once you have added any description information, you should click on the “save & continue” button to move to the roommate search/request step in the process.
Roommate Requests

You can search for a preferred/known roommate as well as those “suggested” based on your profile responses. You can also search by other profile details.

Once you have completed your roommate request, they will switch to “accepted” once the request has been agreed to. If you have your preferred/selected roommate showing as “accepted roommate”, click on “save & continue” to move ahead to the next step in the process.

Do not proceed without your intended roommate being marked as “accepted”.

**HRL**
Housing Agreement

For this next step in the process, it is important that you read through the entire agreement and that you understand all of the terms & conditions, including the prepayment requirement, the cancellation penalties, expectations about checking out when cancelling and completing the housing release process prior to leaving campus as well as damage charges & fines along with a recommendation to carry personal property insurance.

You will accept the agreement by entering your UM-ID # in the available box and then click on “save & continue” to move ahead in the process.
Take note of specific information on item 11 about ‘Personal Property Insurance’

You will accept the agreement by entering your UM-ID # (Note ‘C’ is case sensitive) in the available box and then click on “continue” to move ahead in the process..

Note: If you leave the application after entering your UM-ID #, you would no longer need to do so again when you return to the application.

Read highlighted notes
For this step of the application, you have a choice to enroll for personal property insurance coverage provided by GradGuard. Click ‘Yes’ to Enroll or ‘I decline’ to take you to the next step.

If you declined to enroll with GradGuard, continue to step 19

If you agree, you will be temporarily redirected to GradGuard website to confirm your enrollment intentions.

For further information on personal property insurance coverage, contact GradGuard on 1(866) 572-1617
You will get to this step if you agreed to enroll for GradGuard College Renters Insurance.

Click on the blue button to add a parent/guardian name and contact email.

Click the green button to be contacted later to purchase your policy.

You still have a chance to decline and accept financial responsibility for your personal belongings.
GradGuard Cont’d

Your decision to purchase or decline the Insurance would bring you to this next step. Click ‘Save and Continue’ to take you back to your housing application or wait to be redirected automatically.

Accept

Decline

Thank You!
Great! Keep an eye out for an email from GradGuard with more information closer to your move in date.

Save and continue with your housing application

You will be automatically redirected in 15 seconds

No Problem!
If you change your mind, you can always find us again by visiting www.gradguard.com.

Save and continue with your housing application

You will be automatically redirected in 15 seconds

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Renters Insurance is underwritten by Multi American Insurance Company, Waukesha, WI. The advertised product is not available in AK, CT, FL, and RI. Other program options are available for these states. Claims and coverage subject to policy, language, limits and exclusions.
Personal Property Insurance Protection

In this step depending on your decision, when you are redirected to complete your application, you will see a message like in image A or Image B. If you declined the insurance, you will have to accept responsibility for any damages to personal properties by clicking ‘I decline…’. If you agreed to purchase, click ‘Continue…’.
Prepayment Fee

On this page you will be prompted to begin the process for paying the required $500 prepayment amount that will be pre-populated in the field highlighted below. Click on the “pay now” button to go to the payment screen to enter your information.
Prepayment by Credit Card

To process the credit card payment you will need to complete required fields, including the credit card and billing address information in order for the payment to go through.
Meal Plan Selection: First Year Students

You will need to carefully select the meal plan from the available options.

First Year Meal Plan

Scroll to the bottom of the page to make your meal plan selection. Please be aware some past year meal plans dining dollars have changed, and some new Block Meal Plans have been added. Please visit Meal Plan link below to view more meal plan information. You have until January 8th to return to this Housing & Residential Life Portal to make changes to your meal plan. After January 8th, you can also email diningservices@miami.edu to make changes to your meal plan up until January 23rd.

Meal Plans

**Block/Meal Plan Options for Residential Students**

<table>
<thead>
<tr>
<th>Block/Meal Plan Options</th>
<th>Semester Cost</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited MP plus 350 Dining Dollars</td>
<td>$3,195</td>
<td>$6,390</td>
</tr>
<tr>
<td>19 MP plus $75 Dining Dollars</td>
<td>$2,795</td>
<td>$5,590</td>
</tr>
<tr>
<td>14 MP plus $150 Dining Dollars</td>
<td>$2,565</td>
<td>$5,190</td>
</tr>
<tr>
<td>8 MP</td>
<td>$1,665</td>
<td>$3,330</td>
</tr>
<tr>
<td>225 Block MP</td>
<td>$2,865</td>
<td>$5,730</td>
</tr>
<tr>
<td>117 Block MP plus $1,000 Dining Dollars</td>
<td>$2,895</td>
<td>$5,790</td>
</tr>
<tr>
<td>117 Block MP plus $500 Dining Dollars</td>
<td>$2,495</td>
<td>$4,990</td>
</tr>
<tr>
<td>160 Block MP</td>
<td>$2,295</td>
<td>$4,590</td>
</tr>
</tbody>
</table>

First Year Students must select between the Unlimited, 19, & 14 Meal Plans.

**Block Meal Plan options for Commuter & University Village Apartment Students**

<table>
<thead>
<tr>
<th>Block Meal Plans (MP)</th>
<th>Semester Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Block MP</td>
<td>$1,195</td>
</tr>
<tr>
<td>75 Block MP</td>
<td>$895</td>
</tr>
<tr>
<td>50 Block MP</td>
<td>$695</td>
</tr>
</tbody>
</table>

Block meal plans that run out of meals can purchase an +10 Block Refresh at a cost of $125.

Commuter & University Village Apartments students can also purchase Residential Meal Plans.
Meal Plan Selection: First Year Students

Choose a meal plan from the following three options and click ‘Accept and Continue’.

9. Dining Dollars:
   - The Dining Dollars provided with the meal plan may be used in approved food service locations for food purchases only, excluding vending machines. Usage is limited to $50 per day. Unused Dining Dollars at the end of fall semester will carry into spring semester. Unused Dining Dollars at the end of spring semester are forfeited.
   - Dining Dollars are provided to the student at no additional charge as a result of enrolling in the 14, 19, or Unlimited meal plans & the 117 Block meal plan for the academic year. Additional Dining Dollars cannot be purchased. Any release or change from this contract before the contract end date may result in a dining dollars surcharge fee of up to the total dining dollars assigned to the meal plan. This charge is in addition to any penalty charges or prorated meal plan charges.

10. General provisions:
    - The student agrees to comply with this “Contract” and all other University and Dining Services rules and regulations governing the conduct of students which are now in effect and any that may be adopted and published by the University during the term of the student’s contract.
    - The University reserves the right to terminate the contract by written notice if a student fails to comply with any of the terms and conditions of the contract and all other University and Dining Services rules and regulations.
    - It is the policy of the University of Miami not to discriminate on the basis of race, color, religion, sex, age, or handicap. Any person who is denied the benefits of, or subjected to discrimination in employment or under any educational program or activity of the University.
    - Meal plans are non-transferable.
    - Meal plan week runs Monday through Sunday. Unused meals do not carry over into the following week.
    - Block Meal Plans are non-transferable
    - 100, 75, & 50 Block Meal Plans are non-refundable
    - Block Meals are valid for the fall and spring semesters during the periods when the dining halls are open. Unused block meals at the end of the fall will carry over to spring. Unused block meals at the end of spring are forfeited.
    - A valid Cane Card must be presented for entry.
    - All Block/Meal Plans must be consumed in the resident dining halls [Mahoney Pearson and/or Hecht Stanford]

11. Changes to contract: The University reserves the right to make changes to the “Meal Plan Contract” or in the applicable rates during the term of the contract with 30 days notice.

12. National or regional emergency: In the event of a national or regional emergency, the University reserves the right to cut back to a limited-menu food service and/or consolidate serving units in the event of a work stoppage, fire, civil disobedience, riot, rebellion, acts of God, and similar occurrences.

Click here to print this page.
Summary Page...You are almost done!

Once you arrive at this page, make sure you click ‘Click to Submit’ to finish the submission of application. The application will not go through until you click ‘Click to Submit’
Application Status...You are done!

This page shows the details and status of your application. ✔ complete ✗ Incomplete

Application Status

This page contains the current status of your application. Please check the menu for steps that are still open.

Student, Sample

<table>
<thead>
<tr>
<th>Term:</th>
<th>Academic Year 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>8/14/2018 - 5/11/2019</td>
</tr>
<tr>
<td>Status:</td>
<td>✔ Applied: 12/20/2017 3:07:00 PM</td>
</tr>
<tr>
<td></td>
<td>✔ Contract Signed</td>
</tr>
<tr>
<td></td>
<td>✔ Application Complete</td>
</tr>
</tbody>
</table>
Email Confirmation

You will receive an email confirmation with your transaction number.

Dear .Sample .Student,

This email is to confirm the completion of your housing application for Spring Only 2018. Your receipt number for this transaction is 20165. Your prepayment transaction will appear in CaneLink for future reference.

Welcome to on-campus housing!

Individual room assignments as well as roommate information is typically available in CaneLink by early May for summer applicants, early June for fall applicants, and early January for spring applicants. In the meantime, if you have questions about your on-campus housing, please contact the Department of Housing and Residential Life at (305) 284-4505 or via e-mail to housing@miami.edu.

Thank You.

UNIVERSITY OF MIAMI
HOUSING & RESIDENTIAL LIFE

Welcome to on-campus housing!

CANES LIVE ON

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