

## **University of Miami School of Law** **Registration Information**

The University of Miami is utilizing a new improved student information system, **CaneLink**. (<https://canelink.miami.edu>). Canelink has modernized UM's administrative systems. The University is confident that CaneLink will provide students with a better overall registration experience.

Canelink student guide:

[http://www6.miami.edu/erpupk/students/AwesomeCane\\_erpstudentweb.pdf](http://www6.miami.edu/erpupk/students/AwesomeCane_erpstudentweb.pdf)

Canelink FAQ: <http://www6.miami.edu/erpupk/students/index.html>

### **GETTING STARTED**

#### **Course Descriptions - CourseLink**

Your primary source for course descriptions for law school classes continues to be **CourseLink** ([CourseLink](#)) (not to be confused with **CaneLink**). **CourseLink** provides comprehensive information about the course, the instructor, numbers of credits, the graduation requirements the course fulfills, the days and times the course meets, the prerequisites or co-requisites, whether the course may be taken pass/fail and other special instructions.

#### **Credit Limit**

Each student is allowed to register for 16 law credits each Fall and Spring semester. Students may request approval for a 17<sup>th</sup> credit by completing the form on the law registrar's webpage ([Request to take 17+ Credits](#)). It is important you consider if you may need the 17<sup>th</sup> credit before adding to wait lists as you may need the extra credit available to be eligible to add a course (see Wait List Procedures below).

### **REGISTRATION - CaneLink**

- Visit **canelink.miami.edu (create link)** and sign in using your Cane ID and the associated password.

#### **Step One - Find Your Enrollment Appointment Time**

- Select the icon "Go to Student Center." Your enrollment appointment time will be listed on the right hand panel under "Enrollment Dates."
- If you have had two consecutive late appointment times, you can complete the Change of Appointment time form ([Change of Appointment Time](#)) found on the law registrar's webpage to request a new appointment time.

#### **Step Two - Before your appointment time - Build Your Class Schedule - Using the Shopping Cart**

- Class Search

- Select the “Search for Classes” tab in the top right of the Student Center page.
  - In the “Course Subject” box, fill in “LAW”
  - In the “Course Career” drop down menu, select “Law”
  - Select the “Search” box and from here, you will be able to browse and select your courses
- Add Classes to your **Shopping Cart**
  - The enrollment Shopping Cart holds the classes you select from the schedule until you are ready to enroll. Even if your Enrollment Appointment time hasn’t arrived, you can still put classes in your Shopping Cart.
  - From the Student Center click the “Enrollment Shopping Cart” link in the “Academics” section of the page. Select the appropriate term and click Continue.

### **Step Three – At or after your appointment time – Register for Classes**

- From your Shopping Cart: When your Enrollment Appointment time arrives, you must return to your Shopping Cart, and click the Enroll button to register for selected classes.
- Class-by-Class: Students may go through the “Search for Classes” process (above) to register for classes.

### **Note: Students on Academic Probation/Oversight**

- Students on Academic Probation/Oversight (**create link: [Academic Oversight: Course Selection/Registration](#)**) are subject to certain guidelines regarding course selection and registration. If you have any questions about the registration process, please contact your designated Academic Advisor.

## New Wait List Procedure

The University's CaneLink introduces an improved wait list procedure. In order to avoid unpleasant surprises, you should familiarize yourself with the following information and instructions.

When a class is full, a student may request to be put on a wait list. We have compiled this informational and FAQ sheet to help you understand the wait list procedures.

**If you use a Swap to try to get into a class off the waitlist, you must use the Swap feature as the way of adding the course to the waitlist. Once you have added a course to the waitlist, you may not go back and set up a Swap without losing your spot in the waitlist.**

### General Information

- Wait lists will automatically be processed **every night** after the last registration appointment time.
- If you are the next eligible student on a wait list and a seat becomes available, you will **automatically** be enrolled in the course. **You will not be notified.**
- You must be eligible to be enrolled off a waitlist or be enrolled using a swap. To be eligible:
  - You must have credits available in your schedule if the wait-listed course is added OR you must have credits available if the wait-listed course is added when the swap you have selected is dropped.
  - You must have the prerequisite or co-requisite for the course.
  - Adding the wait-listed course must not create any time conflicts in your schedule.
- The system will allow you to add yourself to a wait list even if you are not eligible for the course.
- Once you add yourself to a wait list you can't set up a swap or change your swap without dropping to the end of the wait list.
- Once you are set with your schedule, you should take yourself off any remaining wait lists.
- There are two ways that you can place yourself on a wait list. Be sure to familiarize yourself with each of these:

### Placing Yourself Directly on a Wait List

- A class that has a yellow triangle icon next to it indicates that there is a wait list.
- From the class search, select the class you want to wait list.
  - Make sure to select the box that says "Wait list if class is full."
  - Then click the "Next" box.
- You can see what number you are on the wait list, by selecting the "Enroll" tab at the top of the page, then selecting the "my class schedule" tab.

- But remember that even though you have a number on the wait list, this does not mean you are eligible for the course off the wait list. It is the responsibility of each student to ensure that they are eligible for the classes they wait list.

### **Setting Up a Swap**

- Swap lets you drop and add a class at the same time.
  - What you set up a swap, you are telling the CaneLink system to drop you from one course and enroll in a wait-listed course when you are the next eligible student and a seat becomes available.
- Steps to set up a swap:
  - To view how to do a Swap, please click [Swap](#).
  - Select the “Enroll” tab at the top of the page.
  - Select the “swap” tab below it.
  - Under “Swap This Class,” select one of the classes you are already enrolled in from the drop down menu. This is the class that will be dropped from your schedule.
  - Under “With This Class,” select one class that you will be enrolled in when you are the next eligible student on a wait list and a seat becomes available. This is the class that will be added to your schedule.
    - If you are going choose a class using “Select from Shopping Cart,” you must have selected the “Wait list if class is full” box before placing the class in your shopping cart.
  - Select the box for “Finish Swapping.”
- Some things to keep in mind:
  - You may want to take a screenshot or make a note of the courses you select in your swap because you will not be able to return to this screen to view these.
  - Once you set up a swap, you cannot change it.
  - The Registrar’s Office is *not* able to view or change the courses you selected in your swap.

### **Frequently Asked Questions**

- What if I am not eligible for a course?
  - The system will not notify you of lack of eligibility. The wait list **skips over** your spot and enrolls the next eligible person on the wait list.
- When can I add myself to the wait list?
  - You can add yourself to a wait list from registration through the first day of classes.
- Can I remove myself from a wait list?
  - Yes, and it is important that you do. If a seat becomes available, and you are the next eligible student, you will automatically be placed in the class (and dropped from another class if you have elected the swap method). **If you are set with your schedule it is crucial that you remove yourself from any remaining wait lists.**