

Student Extension Directory

Admissions:	
3160	Vasquez, Rafael
3199	Laguna, Liliana
3244	Espinosa, Francia
3134	Torres, María E.
3114	Sanchez, Isabel
3170	Medina, Janet
Administration:	
3101	Campos, Estrella
PSY.D Program:	
3200	Mojica, María
3194	Marengo, Silvia
Undergraduate Programs:	
3181	Zablah, Elena
3292	Sánchez, Kimberly
Finance:	
3196	Chu, Shun-Cheng
3109	Reyes, Oneida
Financial Aid:	
3179	Velasquez, Violeta
3195	Oliver, Sonjia
3157	Espildora, Juan
3103	Barcenás, Guillermo
3153	Umanzor, Lucy
ITS:	
3177	Machado, Kenia
Library:	
3216	González, Yamilka
3221	Battle, Michelle
3253	González, Ana Laura
Master Psychology:	
3130	Morales, José
3207	Olivera, José
Ph.D in Human Services:	
3127	Ortiz, Juana
Provost:	
3138	Carpintero, Maryvelisse
Registrar:	
3147	Fajardo, Martha
3209	Barrera, Skarlet
3175	Perez, Jerry
3204	Laffont, Natalie
3197	Diaz Castellero, Enrique
Student Affairs:	
3208	Estopinán, Monica
Tutoring and Career Services:	
3135	Dolinsky, Claudia Dr.
3265	Tutoring
Speech and Language Pathology:	
3148	Hamel, Francine
3261	Ortiz, Juana

**ALBIZU UNIVERSITY
MIAMI CAMPUS
STUDENT ACADEMIC CALENDAR
2017-2018**

Revised: 11/21/16

	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018	SUMMER 2018	FALL 2018	
1	Deadline for Financial Aid Application	Oct. 1, 2016	Mar. 1	Jun. 1	Oct. 1, 2017	Mar. 1	Jun. 1
2	Registration (new) Registration (current)	Oct. 3-Dec. 2, 2016 Oct. 31-Dec. 2, 2016	Feb. 6-Apr. 7 Mar. 6-Apr. 7	Jun. 12-Aug. 18 Jul. 10-Aug. 18	Oct. 2-Dec. 1, 2017 Oct. 30-Dec. 1, 2017	Feb. 5-Apr. 6 Mar. 5-Apr. 6	Jun. 11-Aug. 17 Jul. 9-Aug. 17
3	Late registration fees apply from this day on	Dec. 3, 2016	Apr. 8	Aug. 19	Dec. 2, 2017	Apr. 7	Aug. 18
4	Add/Drop Period-- Late Registration - fee will apply	Dec. 19-23, 2016 Jan. 9-13	May 1-12	Aug. 28-Sep. 11	Dec. 18-22, 2017 Jan. 8-12	Apr. 30-May 11	Aug. 27-Sep. 10
5	Classes and Practicum begin	Jan. 9	May 8	Sep. 5	Jan. 8	May 7	Sep. 4
6	Last day to pay tuition fees before late payment fee is assessed	Jan. 13	May 12	Sep. 11	Jan. 12	May 11	Sep. 10
7	Financial Aid Appeal Deadline	Jan. 13	May 12	Sep. 11	Jan. 12	May 11	Sep. 10
8	Last day for dropping with 100% refund	Jan. 13	May 12	Sep. 11	Jan. 12	May 11	Sep. 10
9	Last day to apply for a Leave of Absence (LOA) - fee will apply	Jan. 20	May 19	Sep. 18	Jan. 19	May 18	Sep. 17
10	Masters Practicum Orientation	Jan. 17	May 22	Sep. 19	Jan. 23	May 21	Sep. 18
11	Mid-Term Exams	Feb. 21-Mar. 6	Jun. 19-Jul. 1	Oct. 16-28	Feb. 20-Mar. 5	Jun. 18-Jun. 30	Oct. 15-27
12	Deadline to apply for Masters Comprehensive Exams	Mar. 8	Jul. 5	Nov. 1	Mar. 7	Jul. 5	Oct. 31
13	Deadline to apply for Doctoral Comprehensive Exams	Mar. 10	Jul. 7	Oct. 27	Mar. 2	Jul. 6	Oct. 26
14	*Last day to withdraw without Academic penalty	Mar. 17	Jul. 14	Nov. 9	Mar. 16	Jul. 13	Nov. 9
15	Doctoral Comprehensive Examinations	Mar. 21	Jul. 18	Nov. 7	Mar. 13	Jul. 17	Nov. 6
16	Masters Comprehensive Examinations	Mar. 22	Jul. 19	Nov. 15	Mar. 21	Jul. 18	Nov. 14
17	**Deadline to apply for graduation/degree conferment	Mar. 10	Jul. 7	Nov. 3	Mar. 9	Jul. 6	Nov. 2
18	Final Exams	Apr. 17-22	Aug. 14-19	Dec. 11-16	Apr. 16-21	Aug. 13-18	Dec. 10-15
19	Dissertation/Doctoral Project Deadline	Apr. 21	Aug. 18	Dec. 15	Apr. 20	Aug. 17	Dec. 14
20	Last day of Session	Apr. 22	Aug. 19	Dec. 16	Apr. 21	Aug. 18	Dec. 15
21	Faculty Recess	N/A	Aug. 28-Sep. 1	Dec. 25-Jan. 6, 2018	N/A	Aug. 27-31	Dec. 24-Jan. 5, 2019
22	Institutional Recess	Apr. 13-15	N/A	Nov. 23-25 Dec. 25-Jan. 6, 2018	Mar. 29-31	N/A	Nov. 22-24 Dec. 24-Jan. 5, 2019
23	Holidays	Jan. 16 Feb. 20	May 27-29 Jul 4	Sep. 4 Oct. 9 Nov. 10-11 Dec. 25-Jan. 6, 2018	Jan. 15 Feb. 19	May 26-28 Jul. 4	Sep. 3 Oct. 8 Nov. 11-12 Dec. 24-Jan. 5, 2019
24	Commencement Exercises	N/A	N/A	Nov. 3	N/A	N/A	Oct. 5

*Last day to withdraw without academic penalty, but financial aid obligations apply.

Drop forms for classes held on Friday evening and Saturday of the first week of classes will be processed on the following Monday with 100% refund.

SunMail for Students

CAU in partnership with Google brings you **GOOGLE APPS**

What is Google Apps?

Google Apps are powerful, easy-to-use tools, which facilitate collaboration via email, instant messaging, and voice calls. In addition, you can also create and share calendars, events, documents, and spreadsheets.

What is SunMail?

SunMail is your own and permanent e-mail system provided by CAU. This is the official communication channel between the university and you; and one of your main communication tools with your professors, peers and student services.



YOUR SUNMAIL CREDENTIALS:

Your **USERNAME** will be constructed as follows: the first initial of your name, plus, your last name, plus, the last three digits of your student ID#.

For example: John Doe, Student ID=0012345; his USERNAME will be "jdoe345".

In consequence, his e-mail address will be: jdoe345@sunmail.albizu.edu

Your **PASSWORD** will be constructed as follows: your first name, plus, the year of birth.

For example: John Doe, was born on 1975.

In consequence, his password will be: john1975.

** It is advisable to change your password the first time you login to the system.

To access SunMail, visit:

sunmail.albizu.edu

To quickly learn Google Apps, browse the sections "TRAINING" and "TUTORIALS".

For additional information, browse the section "SUPPORT".

Powered by 

For additional information contact:

ITS Department
helpdesk@albizu.edu
(305) 593-1223 Ext.3177

Raymi Fernandez
rfernandez@albizu.edu

Knowledge to build a better world.



CARLOS
ALBIZU
UNIVERSITY
FOUNDED IN 1966

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	*Institutional Recess 1	*Institutional Recess 2	*Institutional Recess 3	*Institutional Recess 4	*Institutional Recess 5	6
	*First Day of Class Muffins, Granola Bars & Coffee 4:00 P.M. 7 -6 P.M., Lobby 8	Student Involvement Expo 5:00 P.M. -6:00 P.M., Lobby 9	Coffee & Snacks 12:00 P.M.-3:00 P.M. Pizza Party 4:00 P.M. -6:00 P.M., Lobby 10	Food Truck 4:00 P.M.-6:00 P.M. 11	Lemonade Stand 3:00 P.M.- 6:00 P.M., Lobby Student Council Election packets due 12	13
14	15	16	Everything you need to know about APA 2:30 P.M. - 3:00 P.M., Tutoring Center Student Council Election polls open 17	18	19	20
21	22	Menth Health Awareness Expo, 5:00 P.M.-9:00 P.M., Lobby 23	SF Commuters Services 3:00 P.M. -- 6:00 P.M., Lobby 24	25	26	27
28	*Memorial Day- Closed 29	30	Write a resume that shouts "Hire Me" 2:30 - 3:00 P.M., Tutoring Center 31			

MAY

2017

1	1 2 3
2 3 4 5 6 7 8	4 5 6 7 8 9 10
9 10 11 12 13 14 15	11 12 13 14 15 16 17
16 17 18 19 20 21 22	18 19 20 21 22 23 24
23 24 25 26 27 28 29	25 26 27 28 29 30
30	

APRIL 2017

JUNE 2017

NOTES:

- Stoke Awareness Month
- Mental Health Awareness Month

How to access Blackboard Tutoring Services Portal

- 1) Go to the Albizu Blackboard website:
 - a. <https://blackboard.albizu.edu>

- 2) Your username is the same one you use for printing
 - a. Usually looks like this:
 - b. First letter of your first name, your entire last name, and the last 3 numbers of your CAU student ID number
 - c. If your name is Juan Perez, id # 0877, your user name would probably be jperez877

- 3) The password is usually your first name and year of birth
 - a. If your name is Juan Perez, born in 1980
 - b. Your password would be juan1980

- 4) Once you are in Blackboard, locate an area called "My Courses"
 - a. You should have a course called "**Tutoring and Career Development Portal 2016**"
 - b. Once inside, you will have access to our academic, employment, and Microsoft tutorials

Tutoring and Career Services Portal on Blackboard

Student Support Services: ACADEMIC ASSISTANCE

Welcome to Tutoring and Career Services for the Miami campus of Albizu University (AU). Our office is located in room 406.

The mission of this department is to assist students in refining and strengthening the academic skills necessary for success at AU. Our staff works closely with the faculty from all educational programs (i.e. Psychology and Education).

We offer the following one-on-one tutoring services: APA formatting, Grammar, Psychology Written and Oral Qualifying Exam Preparation, Statistics, Psychometrics, Business, Accounting, Time Management/Organization Skills, Ways to Reduce Test Anxiety, and Study Strategies.

We encourage you to contact us to learn more about the variety of programs available to promote your educational success as you work towards attaining your goals. Your educational success is important to the members of our office. We look forward to helping you throughout your career here at AU.

To make an appointment with one of the tutors call: Phone # (305)593-1223 Ext. 3135 or 3265

We wish you all the best. **GOOD LUCK ON YOUR EDUCATIONAL ENDEAVORS!**
-The Staff at the Miami Campus SSS Office

Directions to Access Student Support Services:

1. Go to Sunportal & login with CAU email credentials
2. On right hand side of page, double click on Blackboard Learn (Bb) to open page
3. On right hand side of Bb page, under "My Courses" double click on Student Support Services Portal 2016 link
4. On left hand side of page are all SSS tabs (as seen on right hand side of this page)
5. Double click on any tab for specific assistance, training, or information in that area

Student Support Services: CAREER ASSISTANCE

The mission of the Career Assistance Services Department is to help students create competitive resumes and secure jobs appropriate to their qualifications.

Whether students are seeking their first job, changing career paths, or marketing themselves for professional work, Dr. Dolinsky will provide the best quality of assistance. She is here to help students assess their skills, interests, and preferences so that they can recognize their strengths and weaknesses and adequately articulate what they have to offer.

If you need to make an appointment with Dr. Dolinsky for resume/job placement assistance, please call: 305-593-1223. Ext. 3135 or 3265, or send an e-mail to: cdolinsky@albizu.edu

Student Support Services P

Student Support Services

Welcome Statement

News

Staff Information

Tutors' Schedule

Academic Tutorials

APA Style

Employment Tutorials

Employment Opportunities

Microsoft Tutorials

PLATO Training

Virtual Student Orientation

Course Resources

Contact Instructor

Blackboard Training

Blackboard Help

ITS Help Desk Support

CAU Policies

Computer Requirements

On System Tools

Digital Tutorials



CARLOS
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South Florida Commuter Services (SFCS)

offers **FREE** transportation programs and services to help save time and money while you share the ride to work!

CARPOOLING

With our state of the art database, we can match you to other people that live and work close to you, travel the same hours and are interested in sharing the ride to work. We will provide you with a list of the names and contact information of those that match your commute.



SOUTH FLORIDA TRANSIT

Transit provides economical transportation to a variety of destinations using buses and/or trains. SFCS can help you find the information on public transit in South Florida, including how to participate in any available discount programs.

EMERGENCY RIDE HOME PROGRAM

If you travel to work using modes such as carpooling, vanpooling, transit, biking or walking at least three days a week, you are eligible to enroll in SFCS' Emergency Ride Home (ERH) program, which provides free taxi rides home in the event of an emergency or unscheduled overtime from your place of employment.

Each registered participant can receive up to six free emergency rides per year. ERH vouchers are provided to participants and used as payment to the taxi company.



COMMUTING

There are a variety of additional programs and services that can support your daily commute. Visit our website for more information on Park & Ride lots near you, receive tips on bicycling in your community, or benefits and incentives that may be available to you. You can even use our Savings Calculator to calculate your monthly and yearly commuting costs and see how much ridesharing can save you.

Have more questions?

Contact an SFCS Customer Service Representative at **1-800-234-RIDE (7433)** for personalized assistance.

You can also visit our website

1800234ride.com



A Program of the Florida Department of Transportation





Information & Referral

2-1-1

HELpline Miami

305-358-HELP (4357)

7-1-1 (TTY)

National Suicide Prevention Lifeline

800-273-8255 (TALK)

800-784-2433 (SUICIDE)

800-799-4889 (TTY)

Veterans Crisis Line

800-273-8255 Press 1

LGBTQ HELpline

305-646-3600

Seniors HELpline

305-646-3606

HELpline Keys

305-350-5568

Financial Aid Department

Room 174

Office Hours

Monday – Thursday

10:00 a.m. – 7:00 p.m.

Friday – 10:00 – 6:00 p.m.

Phone Number: 305-593-1223

Financial Aid Officers

- Juan Espildora, F A/Loan Officer - Ext 3157
- Sonjia Oliver, Verification Officer - Ext 3195
- Guillermo Barcenas, Financial Aid Officer – Ext. 3103
- Violeta Velasquez, Financial Aid Officer- Ext 3179
- Lucy Umanzor, Financial Aid Officer - Ext 3269
- Front Desk, 3153

Important Deadlines

- Fall semester **June 1st**
- Spring semester **October 1st**
- Summer semester **March 1st**
- This deadline applies to **all** types of aid, including institutional aid as well.
-

Important Information

- All students must apply for Financial Aid annually.
- All students must maintain satisfactory academic progress.
- Please let us know, changes such as: withdrawing, dropping any credits, different address.
- Be aware that Federal loans must be repaid.
- An Exit counseling is required once you finished.

Online Registration: Web Registration

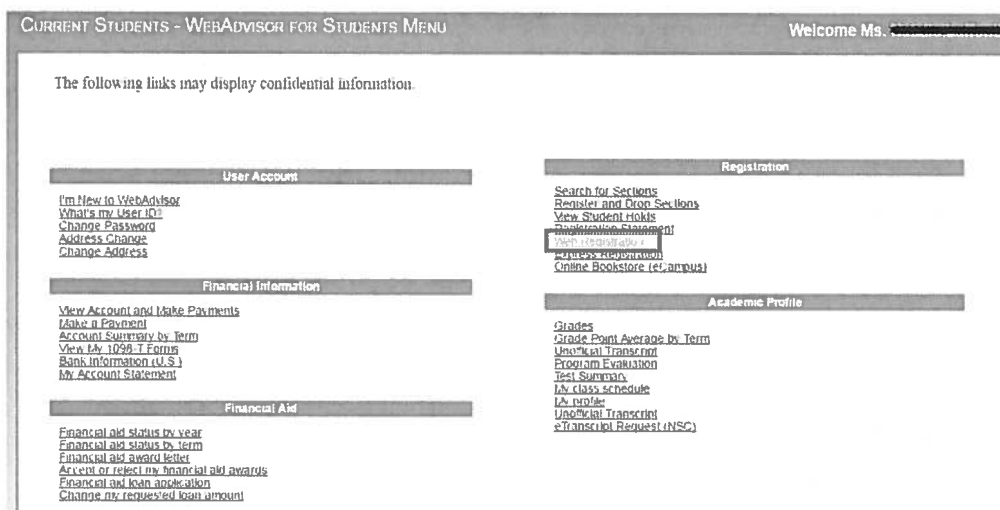
This is the long version for online registration. Students may use this version when they are unsure which courses they have already taken; students can see all the classes previously registered.

After you have decided which course(s) you are registering for, go to Web Advisor and log-in with your SunMail credentials.

<https://webadvisor.albizu.edu>

Then complete the steps below:

1. Click on **Web Registration** under the *Registration* section of the Student Menu.



CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome Ms. [Name]

The following links may display confidential information.

User Account	Registration
I'm New to WebAdvisor What's my User ID? Change Password Address Change Change Address	Search for Sections Register and Drop Sections View Student Totals WebAdvisor WebAdvisor Online Bookstore (if campus)
Financial Information	Academic Profile
View Account and Make Payments Make a Payment Account Summary by Term View My 1098-T Form Bank Information (U.S.) My Account Statement	Grades Grade Point Average by Term Unofficial Transcript Program Evaluation Test Summary My class schedule FA Profile Unofficial Transcript e-Transcript Request (NSC)
Financial Aid	
Financial aid status by year Financial aid status by term Financial aid award letter Accept or reject my financial aid award Financial aid loan application Change my requested loan amount	

2. A screen called **Program Confirmation** will appear asking you to confirm that the program reflected is the correct program for which you are registering courses for.
3. If all is correct, select **Yes** from the drop-down menu and hit **Submit**.

Program Confirmation

First, please confirm the program for which you are planning:
 Bachelor of Science in Psychology..... Catalog: Mia Spring 2014

Is this correct? ▼

SUBMIT

- After hitting **Submit**, a screen called **Choose a Requirement** will appear. Select which area of courses you will be registering for. Note: You can only select one requirement at a time.

Choose a Requirement

Step 1. Choose one of the requirements listed below:

Bachelor of Science in Psychology (Mia Spring 2014)

Program Status Requirement In Progress

Select ONE	Requirement	Exception	Status	Need to Plan
<input type="checkbox"/>	Core Area I - Foundation Courses		Requirement In Progress	Yes
<input checked="" type="checkbox"/>	Core Area II - Major Concentration		Requirement In Progress	Yes
<input type="checkbox"/>	Core Area III - Electives		Requirement In Progress	Yes

SUBMIT

- Next, a screen called **Select Courses** will appear where you can narrow down which of the reflected course(s) you would like to register for. For this example, we will be registering for PSY-409-A: Research Methodology.
- Select the pertaining course(s) from the list and select the pertaining term simultaneously.

Select Courses

Step 2. Select courses and proceed to registration

Bachelor of Science in Psychology (Mia Spring 2014) --> Core Area II - Major Concentration

What is Required/Applied:

Still to do:

Take these course(s): PSY-202 Psychology of Personality, PSY-203 Developmental Psychology, PSY-406 Abnormal Psychology, PSY-409 Research Methodology, PSY-426 Intro. to Ind. Psych

Narrow my search Show courses already taken

Select	Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle
<input type="checkbox"/>		PSY-202 Psychology of Personality (has prerequisites)	Psychology Undergraduate	3.00		Undergraduate Level	Miami Campus			Annual
<input type="checkbox"/>		PSY-203 Developmental Psychology (has prerequisites)	Psychology Undergraduate	3.00		Undergraduate Level	Miami Campus			Annual
<input type="checkbox"/>		PSY-406 Abnormal Psychology (has prerequisites)	Psychology Undergraduate	3.00		Undergraduate Level	Miami Campus			Annual
<input type="checkbox"/>		PSY-409 Research Methodology (has prerequisites)	Psychology Undergraduate	3.00		Undergraduate Level	Miami Campus			Annual
<input checked="" type="checkbox"/>	Summer 2017 (ma)	PSY-426 Intro. to Ind. Psych (has prerequisites)	Psychology Undergraduate	3.00		Undergraduate Level	Miami Campus		Fall	Annual

SUBMIT

- Once you have selected the course(s) you want to register for, click **Submit** at the bottom of the screen.
- After hitting **Submit**, a screen called **Section Selection Results** where you can review what you are about to register for. If all is correct, select **Submit** at the bottom of the screen.

Section Selection Results

Narrow my search

Re-sort my results TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="checkbox"/>	Summer 2017 (mia)	Open	PSY 420-A (21062) Intro to Ind Psych	Miami Campus	05/08/2017-08/19/2017 Lecture Monday 06:00PM - 08:30PM, Miami Campus Main Bldg, Room 503	B. Vazquez	13 / 20	3.00	

SUBMIT

- After hitting **Submit**, a screen called **Register and Drop Sections** will appear where you can review what you have just registered for, as well as any courses that you are currently already registered for.
- Once you have reviewed that your selections are correct, select **Register** from the drop-down menu next to where it says "Action for ALL Pref. Sections". This will ensure that all your selections are registered.

Register and Drop Sections

Name:

Action for ALL Pref. Sections (or choose below): **RG Register**

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="checkbox"/>	Summer 2017 (mia)	PSY 420-A (21062) Intro to Ind Psych	Miami Campus	05/08/2017-08/19/2017 Lecture Monday 06:00PM - 08:30PM, Miami Campus Main Bldg, Room 503	B. Vazquez	13 / 20	3.00	

Course(s) you are registering for.

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Summer 2017 (mia)		PSY 311-A (21020) Experimental Psychology & Stats	Miami Campus	05/08/2017-08/19/2017 Lecture Monday 08:30PM - 11:00PM, Miami Campus Main Bldg, Room 507	J. Vazquez	3.00	
<input type="checkbox"/>	Summer 2017 (mia)		PSY 307-A (21143) Psychology of Psychology	Miami Campus	05-03-2017-08-19-2017 Lecture Wednesday 06:00PM - 08:30PM, Miami Campus Main Bldg, Room SCI LAB1	J. Pizani	3.00	
<input type="checkbox"/>	Summer 2017 (mia)		PSY 302-A (21084) Psychological Research	Miami Campus	05/08/2017-08/19/2017 Lecture Tuesday 06:00PM - 08:30PM, Miami Campus Main Bldg, Room PC 1	C. Vazquez	3.00	

Course(s) you are already currently registered for.

If one of my choices is not available
 ALL Allow me to adjust all

SUBMIT

- Next, click **Submit** at the bottom of the screen to finalize the process.
- After hitting **Submit**, one more screen will appear called **Registration Results** where you will see all the actions you have completed.

Registration Results

PSY-428-A - Student is not allowed to register after 11:59PM on 04/07/17

The following request(s) have been processed:

Term	Status	Pass/ Fall/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2017 (ms)	Registered for this section		PSY-428-A (21052) Intro. to Ind. Psych.	Miami Campus	05/08/2017-06/19/2017 Lecture Monday 06:00PM - 08:30PM, Miami Campus Main Bldg, Room 503	B. Vazquez	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fall/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2017 (ms)		PSY-318-A (21070) Experimental, Personality, & Soc.	Miami Campus	05/08/2017-06/19/2017 Lecture Monday 08:30PM - 11:00PM, Miami Campus Main Bldg, Room 507	J. Via- Perez	3.00	
Summer 2017 (ms)		PSY-407-A (21124) Physiological Psychology	Miami Campus	05/08/2017-06/19/2017 Lecture Wednesday 06:00PM - 08:30PM, Miami Campus Main Bldg, Room SCI-LAB1	J. Picano	3.00	
Summer 2017 (ms)		PSY-428-A (21052) Intro. to Ind. Psych.	Miami Campus	05/08/2017-06/19/2017 Lecture Monday 06:00PM - 08:30PM, Miami Campus Main Bldg, Room 503	B. Vazquez	3.00	
Summer 2017 (ms)		SPC-102-A (21084) Professional Speaking	Miami Campus	05/08/2017-06/19/2017 Lecture Tuesday 06:00PM - 08:30PM, Miami Campus Main Bldg, Room PC 1	C. Vazquez	3.00	

Here are all of the sections for which you are waitlisted (not registered):

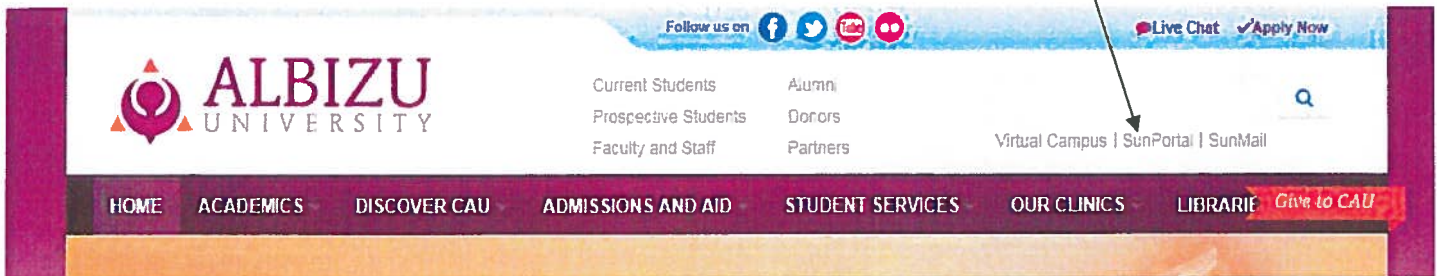
Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

13. After verifying that everything is correct, click **OK** at the bottom of the screen and you are done.

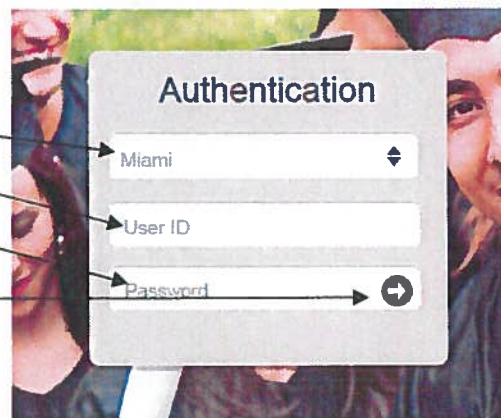
How to access the Virtual Library (COBIMET) remotely.

Step 1. Go to www.albizu.edu. Once you are on the university page, click on **SunPortal** at the top right hand side.

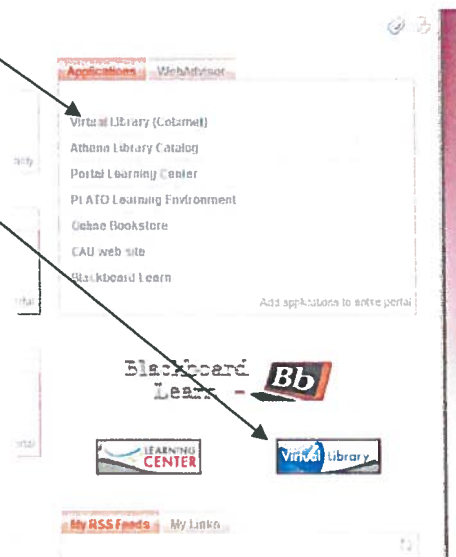


Step 2. On the SunPortal login page do the following:

- * From the pull down menu select **Miami**
- * Enter your **User ID** (same as the one for SunMail)
- * Enter your **Password** (same as the one for SunMail)
- * Hit **enter** or click on the **circled arrow**



Step 3. Click on either **Virtual Library (Cobimet)**, or the **Virtual Library Icon**. They will appear on the right hand side in and under the **Applications** box.



Good luck, and if you are still having trouble logging onto the Virtual Library you can contact us at:

305-593-1223 ext. 3131

Quick Library Orientation Guide

The *Albizu Library-Miami* develops, maintains, and provides access to print and electronic resources that support the courses offered by the campus. The library houses a reference collection, a periodical collection, a circulation collection, audiovisual materials including educational DVDs. As well as a full range of electronic databases, e-books, streaming videos, and full-text periodicals.

<http://www.albizu.edu/libraries>

The library is located in Room 310

The library is open

M-F 9:00am-9:00pm. Sat 9:00am-3:00pm

Phone: 305-593-1223

Circulation desk ext. 3131

Reference ext. 3220

Library Manager ext. 3216

Library Director ext. 3187

Athena is our computerized catalog. All library materials are cataloged in it. Also available via web at www.albizu.edu, click on *libraries* and on the *Quick Links* click on *Miami Athena Catalog*.

Checking Out Materials



A library card is required to check out library materials. New students can obtain a library card application at the Circulation Desk, proof of registration is required. All resources can be renew in person, by phone, or online.

Loan Periods

Books – 30 Days

Test – 7 Days*

Audios – 7 Days

Videos – 7 Days

Any material may be renewed if not requested by others.

*Testing materials may be used by qualified users only (non-terminal master, doctoral students and faculty).



This card allows borrowing privileges at other campus libraries who are members of the SEFLIN network. It is available to all Carlos Albizu University full-time faculty, professional staff and students upon request. Pick up an application at the Circulation Desk.



Reference Services

The Albizu Library provides reference and research assistance to students, faculty, and staff of CAU. In-person assistance is available at Room 325. This service is also available through email at ygonzalez@albizu.edu, and via *Text a Librarian* service at the Sun-Portal.



Reserve Materials

Professors may place materials on reserve for their class. They are arranged by the instructor's name. Reserve materials are kept at the Circulation Desk. You must have your CAU ID to use these materials, within the library or take it to class.

Text a Librarian

Get your questions answered by contacting one of our librarians. <http://www.albizu.edu/Libraries>. This is a Virtual reference service where students can interact and ask questions in an online environment. Ask us about research, hours, requesting books, anything! Students can chat, text or email.



Interlibrary Loan



Our library does not have every item you may need, but we will surely try to get it for you. Using our computer network OCLC, we can locate materials in other libraries nationally and internationally and can request to borrow or photocopy them. Pick up an ILL request at the Circulation Desk. This service is free.



Virtual Library

24/7/365 access to a vast collection of electronic resources online (full-text articles, books, books chapters, videos and more

Other Services

- Photocopies at .10 per copy.
- Daily local newspapers
- Workshops/library instruction
- Flexible seating arrangement for group projects
- Wi-Fi.
- Free printing.
- 7 Study rooms

And much more.....