



For the Record

Office of the Registrar Newsletter



Important Dates

- **November 2** - All Active Course Edits due back to the Registrar's Office
- **November 5** - Catalog editors to gain access to 19/20 Catalog Pages for editing
- **November 9** - Undergraduate Registration Opens
- **November 10** - GMAR/GBIO/TCP Registration Opens
- **November 13** - Veteran's Day Recognition - No Classes 11:00am-1:00pm
- **November 21-25** - Thanksgiving Holiday - No Classes on Campus

Spring 2019 Registration

Spring 2019 registration will be opening soon for Undergraduate Students and some Graduate Programs. For each program's exact start date, please visit the [Registrar's Office Registration Page](http://www.une.edu/registrar/registration) (<http://www.une.edu/registrar/registration>).

Wait listing will be available for most undergraduate courses during Spring 2019 registration from November 9th through January 3rd. Visit the [wait listing information page](http://www.une.edu/registrar/registration/waitlisting) for more information (<http://www.une.edu/registrar/registration/waitlisting>)

[Undergraduate Registration Page](http://www.une.edu/registrar/registration/undergraduate-registration): <http://www.une.edu/registrar/registration/undergraduate-registration>

Did you know?...

That the Registrar's Office has a Facebook Page? Follow us for current happenings in the Office or on Campus!
<https://www.facebook.com/UNERegistrar>





Registrar's Office Contact List

Allison [acary1] - Manager, *On-Campus Registration* (x2320) - UG Courses & Programs, Orientation

Joe [jniman]- *Assistant Registrar* (x4245) - Catalog & Course Offerings, Calendar

Colleen [mbinette1] - *Associate Registrar* (x2153) - Office Mgmt, Registration & Orientation, Adv Placements/Transfers

Courtney [cmejia] - *Enrollment Specialist* (x4217) - Room Reservations/Ad Astra, Final Exam Scheduling, TA POC, Transcripts & Verifications

Joe [jniman] - *Manager* (x2138) - Graduation & Advisor Services, Change/Add Major/Minor, Transfer Course Work, Change of Advisor

Kathy [kdavis17] - *University Registrar* (x2373)

Vacant- *Enrollment Specialist* (x2675) - GR & Doctorate Reg, COM Liaison, Non-Matric Students

Ronni [rporter4] - *Systems and Reporting Manager, Manager, Online Registration* (x2777) - Online Courses & Programs, Flex Reg Grades

Vacant - *Enrollment Specialist, VA SCO* (x4246) - Room Scheduling, Final Exam Scheduling, Ad Astra, Catalog & Course Offerings, Newsletter

Whitney [whuff] - *Enrollment Specialist* (x2757) - Transcripts, Verifications, Name/Address Changes, Imaging Files, Course WDs

Undergraduate Advising

Advising prior to Undergraduate registration is now open. Registration opens on November 10th so please make sure to review your advisees' degree evaluations prior to meeting with them.

To do so, log in to U-Online, select the student and make sure you choose the Generate New Evaluation option. This will ensure that you have the most up-to-date evaluation for your meeting. Please encourage your advisees to review their degree evaluations often to make sure they are on track to graduate on time.

Any questions regarding the degree evaluation can be sent to Joe Niman at 207-602-2138 or jniman@une.edu

Reminder to Faculty:

All faculty please remember to review final course rosters in U-Online and report discrepancies to the Registrar's Office.





Office Contact Information

Biddeford Office

11 Hills Beach Road
Decary Hall, Room 114
Biddeford, ME 04005
Phone: (207) 602-2473
Fax: (207) 602-5927

Portland Office

716 Stevens Avenue
Hersey Hall, Room 119
Portland, ME 0103
Phone: (207) 221-4200
Fax: (207) 221-4898

www.une.edu/registrar
UNERegistrar@une.edu
UNERooms@une.edu
UNEGrades@une.edu
UNEVeteranAffairs@une.edu



Veteran's Benefits

Students who want to use VA Benefit's for Spring 2019 courses need to submit Certification Request Forms for **each** semester. More information can be found on the website: <http://www.une.edu/registrar/veteran-benefits>

REMINDER: Chapter 33 Post 9/11 Students **must** provide current proof of eligibility in order to have their student account credited for the amount the VA will pay.

Chapter 31 - Vocational Rehabilitation students must have their Vocational Rehabilitation Counselor send an up to date 1905 form for certification.

Please email uneveteranaffairs@une.edu with any questions.

Student using Military TA (Tuition Assistance) can request their transcripts through U-Online and have their grades sent directly to their ESOs. Students with questions about their TA Grades should contact Courtney Mejia (cmejia@une.edu) or (207) 221-4217.



Visit Our Webpage!

Our webpage not only lists all academic calendars, catalogs, scheduling, room requests, and registration information, but also all student and faculty forms required for processing different requests.

www.une.edu/registrar