



# For the Record

Office of the Registrar Newsletter



## Important Dates

- **April 4** - Last day for undergraduate students to withdraw without academic penalty
- **April 8** - Undergraduate Registration Opens for Summer and Fall (See specific registration dates to the right)
- **April 28** - 2017/2018 Catalog is Published

## Undergraduate Registration Dates

Summer 2017		
<b>Summer Registration for all Matriculated Students opens at 12:01a.m.</b>		
Summer Session I	April 8 - May 23	
Summer Session II	April 8 - July 6	
Full Summer Session	April 8 - May 23	
Fall 2017		
Open Registration: April 8 - September 6		
Registration Status	Registration Open	Add/Drop End
Senior Athletes & Seniors currently Abroad	April 7 at 9 p.m.	Sept. 6, midnight
Senior	April 8 at 9 p.m.	Sept. 6, midnight
Junior Athletes & Juniors currently Abroad	April 9 at 9 p.m.	Sept. 6, midnight
Junior	April 10 at 9 p.m.	Sept. 6, midnight
Sophomore Athletes & Soph. currently Abroad	April 11 at 7 a.m.	Sept. 6, midnight
Sophomore	April 11 at 9 p.m.	Sept. 6, midnight
Freshmen Athletes & Freshmen currently Abroad	April 12 at 7 a.m.	Sept. 6, midnight
Freshmen	April 12 at 9 p.m.	Sept. 6, midnight



## Registrar's Office Contact List

**Allison [acary1]** - *On-Campus Registration* (x2320) - Undergraduate Courses and Programs, Orientation

**Aubrey [aheller]** - *Assistant Registrar* (x4245) - Catalog and Course Offerings, Calendar

**Colleen [mbinette1]** - *Senior Assistant Registrar* (x2153) - Office Mgmt, Registration and Orientation, Adv Placements/Transfers

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

**Joe [jniman]** - *Manager* (x2138) - Graduation and Advisor Services, Change/Add Major/Minor, Transfer Course Work, Change of Advisor, UG/GR Grades, Removal of Incompletes

**Kathy [kdavis17]** - *University Registrar* (x2373) Banner, Cognos, NSC Support

**Kayla [kboyd]** - *Assistant Registrar of Technology* (x2334)

**Rachelle [rgriffin]** - *Enrollment Specialist* (x2675) - Graduate & Doctorate Reg, COM Liaison, Non-Matriculated Students

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

**Shawn [splante]** - *Enrollment Specialist, VA SCO* (x4246) - Room Scheduling, Final Exam Scheduling, Ad Astra, Catalog and Course Offerings, Newsletter

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

## Degree Audits

Students can run their own degree audit prior to registration.

The U-On Track Degree Evaluation will allow students to obtain quick and accurate information regarding academic progress towards their degree.

### Access U-On Track Here:

- Access [U-Online](#) Select "LOGIN HERE"
- Enter your Noreaster ID and Password
- Once in U-Online, click on **Student Services**, **Student Records**, and **Degree Evaluation**
- Follow the text and links through the Degree Evaluation

## National Student Clearinghouse

### What is the National Student Clearing House?

The National Student Clearing House is a non-profit repository of enrollment and degree data. Participating in the Clearinghouse helps the education finance industry and eliminates paperwork, reduces default rates and servicing expenses, and enhances customer service for borrowers. All loan guarantors and most student loan lenders and servicers, as well as the Department of Education, participate in the clearinghouse. More than 3,600 colleges and universities, enrolling over 98% of all students in public and private U.S. institutions participate in the clearinghouse.

### Why is the National Student Clearing House important to UNE ?

Through our work with the clearinghouse our students can take part in services which are extremely beneficial to them. Enrollment reporting allows them to defer student loans while enrolled, without completing paperwork for each lender each semester. Students can also use a self-service portal which allows them to get up to date and accurate enrollment information. Future and prospective employers of our students can obtain degree information about a student instantly through the clearinghouse site.

### What Can I do to help?

The Clearinghouse only works if enrollment information is correct and reported within a pre-defined timeframe. Strict adherence to academic calendars and policies is paramount. Changes in enrollment (add, drops withdrawals) must be communicated to the Registrar's Office in a timely and accurate manner.



## 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](http://www.une.edu/registrar)  
[UNERegistrar@une.edu](mailto:UNERegistrar@une.edu)



## April Grades Due

Description	Term End Date	Grades Due	Time Due	Incomplete Ext. Date
PA Year 2 Rotations 7	3/31/17	4/3/2017	8am	4/13/17
Pharmacy APPE Block 7	3/31/17	4/3/2017	8am	5/1/17
DPT Year 3	4/14/17	4/17/2017	8am	5/26/17
MSEd, CAGS, EDL & EdD Session AB	4/23/17	4/25/2017	11:59pm	5/15/17
Applied Nutrition Session AB	4/23/17	4/25/2017	11:59pm	6/5/17
MSW Online Session AB	4/23/17	4/25/2017	11:59pm	6/5/17
Health Informatics Session AB	4/23/17	4/25/2017	11:59pm	6/5/17
MMEL Sessions AB	4/23/17	4/25/2017	11:59pm	6/5/17
GPH Sessions AB	4/23/17	4/25/2017	11:59pm	6/5/17
MSEd, CAGS, EDL& EdD Session B	4/23/17	4/25/2017	11:59pm	6/5/17
Applied Nutrition Session B	4/23/17	4/25/2017	11:59pm	6/5/17
MSW Online Session B	4/23/17	4/25/2017	11:59pm	6/5/17
Health Informatics Session B	4/23/17	4/25/2017	11:59pm	6/5/17
MMEL Session B	4/23/17	4/25/2017	11:59pm	6/5/17
GPH Session B	4/23/17	4/25/2017	11:59pm	6/5/17

## Did you know?...

That the Registrar's Office has a couple of different email inboxes? For timely processing, please email the following monitored inboxes:

- [UNERegistrar@une.edu](mailto:UNERegistrar@une.edu) - for forms or questions concerning transcripts, verifications, and all other general inquiries.
- [UNERooms@une.edu](mailto:UNERooms@une.edu) - for any questions concerning room reservations, edits and cancellations in Ad Astra.
- [UNEGrades@une.edu](mailto:UNEGrades@une.edu) - for any questions or concerns around grades and grade changes or to submit grade change forms.