



For the Record

Office of the Registrar Newsletter



Important Dates

- **February 2** - Final Exam Room Scheduling Solicitations Due
- **February 12** - SRC Meets with Department Chairs: Review Program Analysis & Change Candidates
- **February 16** - Spring 2018 Final Exam Room Schedule Posted
- **February 23** - Summer 18, Fall 18, and Spring 19 Course Offerings Due
- **February 26 & Later** - Academic Change Forms Required for any/all changes to course offerings
- **February 26 - March 9** - Registrar's Office Completes Manual Edits and Optimizes Rooms

Ad Astra Upgrade - Demo Sessions

We are excited to announce that we are moving to an updated version of Ad Astra in February. This version will have all the same functionality with numerous advancements making it more user friendly.

However, *it will look and navigate completely different.* We will be offering demos on both campuses the first week in February before we go live to help with the transition. Please see the schedule below.

Contact Courtney Mejia with questions.

Portland	Feb. 5 th	11:00am-12:00pm	McDougall 017
Portland	Feb. 6 th	1:30pm-3:00pm	Proctor 201
Portland	Feb. 7 th	1:30pm-3:00pm	Proctor 202
Portland	Feb. 12 th	45min One-on-ones Schedule Here	Hersey 119
Biddeford	Feb. 5 th	1:00pm-2:30pm	Pickus 214
Biddeford	Feb. 5 th	2:30pm-4:00pm	Pickus 214
Biddeford	Feb. 6 th	9:00am-10:30am	St. Francis
Biddeford	Feb. 7 th	10:00am-11:30am	Pickus 214
Biddeford	Feb. 8 th	1:00pm-2:00pm	Decary 203
Biddeford	Feb. 9 th	45min One-on-ones Schedule Here	Decay 120



Registrar's Office Contact List

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

Aubrey [aheller] - *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)

Kayla [kboyd] - *Assistant Registrar of Technology* (x2334) Banner, Cognos, NSC Support

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

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

Shawn [splante] - *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

Veteran's Benefits

Students who want to use VA Benefit's for Spring 2018 semester courses need to submit a Certification Request Form.

More information can be found on the website: <http://www.une.edu/registrar/veteran-benefits>

Please contact Shawn Plante with any questions: splante@une.edu

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.

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



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
UNEGrades@une.edu
UNERooms@une.edu



Advising Students Using Degree Audits

A helpful tool for advising students is running a degree audit! Advisors and Students can run this tool through U-Online. The U-On Track Degree Evaluation will allow students and advisors to obtain quick and accurate information regarding academic progress towards their degree.

Access U-On Track Here (as a Student)

- Access [U-Online](#) Select "LOGIN HERE"
- Enter your Noreaster ID and Password and Login
- Once in U-Online, click on
 - **Student Services.**
 - **Student Records,**
 - **Degree Evaluation,**
 - **Generate New Evaluation**
- Click Radio Button to Select Curricula
- Choose Term
- Select Generate Request

Access U-On Track Here (as an Advisor)

- Access [U-Online](#) Select "LOGIN HERE"
- Enter your Noreaster ID and Password and Login
- Once in U-Online, click on
 - **Faculty and Advising Services,**
 - **Student Information Menu,**
 - **Degree Evaluation,**
 - **Select a Term (drop down menu), Hit Submit**
 - **Enter Advisees PRN or Name, Hit Submit**
 - **Verify the correct student is selected, hit submit**
 - **Generate New Evaluation**
- Click Radio Button to Select Curricula
- Choose Term
- Select Generate Request

Any questions or concerns regarding the U-On Track Degree Auditing Tool should be directed to Joe Niman (jniman@une.edu or x2138)