



For the Record

Office of the Registrar Newsletter



Important Dates

- **February 26 - March 23** - Registrar's Office Completes Course Offerings Edits and Optimizes Rooms
- **March 12** - Mid-Term Grade Reporting Due
- **March 12 - 16** - Spring Break - No Classes on Campus
- **March 26** - Finalized Summer 2018 and Fall 2018 Course Offerings Go Live



**UNIVERSITY OF
NEW ENGLAND**

INNOVATION FOR A HEALTHIER PLANET

Spring 2018 Undergraduate Final Exam Schedule

The Undergraduate Final Exam Schedule for the Spring 2018 Semester has been posted for both the Biddeford Campus and the Portland Campus.

The schedule can be found on our website:

<http://www.une.edu/registrar/calendars/schedules>

Any questions or concerns should be directed to Shawn Plante at splante@une.edu

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.



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)

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

Mid-Term Grades

All Undergraduate faculty should report mid-term grades by **Monday, March 12, 2018 by 11:59pm.**

Grades should be entered for ALL enrolled students as either "U" for Unsatisfactory or "S" for Satisfactory.

Grades will be visible to students as the grading is completed. Students will be notified that mid-term grades have been posted on Tuesday, March 13, 2018.

Please Note: The last day for students to withdraw without academic penalty is April 3, 2018.

Academic Advisors can access their advisees' mid-term grades through U-Online.

Any questions should be directed to Ronni Roberts rporter4@une.edu or at 207-602-2777.

Ad Astra Update

Ad Astra has recently been updated to Version 8.2.1.

For the software to function correctly, please clear your Cache and Cookies and use only Firefox Mozilla or Google Chrome.

Any questions regarding Ad Astra or Room Scheduling should be directed to:

UNERooms@une.edu



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



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.

Official Transcript Requests Available via U-Online Self Service Portal!

Official Transcript Requests can be requested through U-Online through the following steps:

- Log on to U-Online—> Select Student Services Menu —> Select Student Records —> Select Request Printed/Official Transcript —> Follow the Prompts
- Click Submit Request (the request will then be put into the queue to be printed in the Registrar's Office)

We will still accept transcript requests by mail, fax, or in person at both campuses.