



# For the Record

Office of the Registrar Newsletter



## Important Dates

- **April 3** - Last day for undergraduate students to withdraw without academic penalty
- **April 6** - Undergraduate Registration Opens for Summer and Fall (See specific registration dates to the right and specific add/drop dates on next page)
- **April 27** - 2018/2019 Catalog is Published

### Undergraduate Registration Dates

#### Summer 2018

**Summer Registration for all Matriculated Students opens at 12:01a.m.**

Summer Session I	April 6 - May 22	
Summer Session II	April 6 - July 6	
Full Summer Session	April 6 - May 22	

#### Fall 2018

Open Registration: April 6 - September 5

Registration Status	Registration Open	Add/Drop End
Senior Athletes & Seniors currently Abroad	April 6 at 9 p.m.	Sept. 5, midnight
Senior	April 7 at 9 p.m.	Sept. 5, midnight
Junior Athletes & Juniors currently Abroad	April 8 at 9 p.m.	Sept. 5, midnight
Junior	April 9 at 9 p.m.	Sept. 5, midnight
Sophomore Athletes & Soph. currently Abroad	April 10 at 7 a.m.	Sept. 5, midnight
Sophomore	April 10 at 9 p.m.	Sept. 5, midnight
Freshmen Athletes & Freshmen currently Abroad	April 11 at 7 a.m.	Sept. 5, midnight
Freshmen	April 11 at 9 p.m.	Sept. 5, midnight



## 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

## Undergraduate Registration Add/Drop Dates

Class	Registration	End-add/ drop
Advanced Senior	April 6th @9pm	September 5 <sup>th</sup>
Senior	April 7th @9pm	September 5 <sup>th</sup>
Advanced Junior	April 8th @9pm	September 5 <sup>th</sup>
Junior	April 9th @9pm	September 5 <sup>th</sup>
Advanced Sopho-	April 10th @7am	September 5 <sup>th</sup>
Sophomore	April 10th @9pm	September 5 <sup>th</sup>
Advanced Freshman	April 11th @7am	September 5 <sup>th</sup>
Freshman	April 11th @9pm	September 5 <sup>th</sup>



## Veteran's Benefits

Students who want to use VA Benefit's for the Summer 2018 or Fall 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 or (207) 221-4246.

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.



## 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)  
[UNEGrades@une.edu](mailto:UNEGrades@une.edu)  
[UNERooms@une.edu](mailto:UNERooms@une.edu)



## April Grades Due

Description	Term End Date	Grades Due	Time Due	Incomplete Ext. Date
PA Yr 2 Rotations 7	3/30/18	4/2/18	8am	4/30/18
Pharmacy APPE Block 7	3/30/18	4/2/18	8am	4/30/18
DPT Year 3	4/13/18	4/16/18	8am	5/25/18
MSEd,CAGS,EDL&EdD Session AB	4/22/18	4/24/18	11:59pm	6/4/18
Applied Nutrition Session AB	4/22/18	4/24/18	11:59pm	6/4/18
MSW OnLine Session AB	4/22/18	4/24/18	11:59pm	6/4/18
Health Informatics Session AB	4/22/18	4/24/18	11:59pm	6/4/18
MMEL Session AB	4/22/18	4/24/18	11:59pm	6/4/18
GPH Session AB	4/22/18	4/24/18	11:59pm	6/4/18
MSEd, CAGS, EDL& EdD Session B	4/22/18	4/24/18	11:59pm	6/4/18
Applied Nutrition Session B	4/22/18	4/24/18	11:59pm	6/4/18
MSW OnLine Session B	4/22/18	4/24/18	11:59pm	6/4/18
Health Informatics Session B	4/22/18	4/24/18	11:59pm	6/4/18
MMEL Session B	4/22/18	4/24/18	11:59pm	6/4/18
GPH Session B	4/22/18	4/24/18	11:59pm	6/4/18

## 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.