



For the Record

Office of the Registrar Newsletter



Important Dates

- **October 31-January 3** - Graduate Registration Open (See Registration Page for program specific dates)
- **October 31-January 3** - Undergraduate Competency Based Education Registration open
- **November 10** - Last day to withdraw without academic penalty for Undergraduate Students
- **November 11-December 14** - Undergraduate Course Wait Listing
- **November 28-January 2** - Continuing Education Registration Opens

Spring 2017 Registration

Spring 2017 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>),

Wait listing will be available for most undergraduate courses during Spring 2017 registration from November 11th through December 14th. Visit the wait listing information page for more information (<http://www.une.edu/registrar/registration/waitlisting>)

Undergraduate Registration Page: <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, Online Registration* (x2320) - Online Courses and Programs, Online SWK Reg, TDPT Reg, 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 Reservation/Ad Astra, Final Exam Scheduling, Transcripts and Verifications

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

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

Kayla [kboyd] - *Manager, On Campus Registration Services* (x2471) - Undergrad Reg, Greater Portland Alliance

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

Ronni [rporter4] - *Staff Assistant* (x2777) - Grades, Course Withdrawals, Change of Grades, Removal of Incompletes, NSC Reporting, Reports

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

Undergraduate Course Withdrawals

Please note that the last day for Undergraduate Students to withdraw from a course without Academic Penalty is November 10, 2016.

Please reach out to Ronni in the Registrar's Office if you have any questions (x2777) or rporter4@une.edu regarding Course Withdrawals.



Undergraduate Advising

Advising prior to Undergraduate registration begins soon. Registration opens on November 11th 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, Manager of Graduation & Advisor Services at 207-602-2138 or jniman@une.edu



Office Contact Information

Biddeford Office

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

Portland Office

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

www.une.edu/registrar
UNERegistrar@une.edu



Official Transcript Requests Now 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.

Enrollment Verifications Reminder!

Students can obtain up-to-date information on their enrollment and student loans online in one place.

How to Access FREE Student Self-Service:

- ♦ Log onto U-Online —> Click on "Student Services" —> Click on "Student Records —> Click on "Enrollment Verification" —> Select "Submit" to connect to the National Student Clearinghouse

For more information, view our website:

<http://www.une.edu/registrar/records/degree-enrollment-verification>

Don't Forget.....

To visit our webpage for student and faculty forms required for processing various requests.

www.une.edu/registrar (select the Forms tab)