



For the Record

Office of the Registrar Newsletter



Important Dates

- **August 30** - Undergraduate, Graduate, and Professional Courses Begin
- **August 31** - Online Graduate Programs Session A/AB Drop Period Ends
- **September 1** - Add/Drop Period Ends for MSW on Ground Students
- **September 4** - Labor Day Holiday - No Classes on Campus
- **September 6** - Add/Drop Period Ends for Undergraduate Students and GMAR/GBIO/TCP Students

Continued on next page...

Enrollment Confirmations

Students must confirm enrollment in U-Online for Fall 2017 prior to the term start date. All students must confirm enrollment prior to their first day of courses. Failure to confirm can delay distribution of Financial Aid, inhibit a student's ability to be housed on campus, and effect athletic eligibility. All start dates can be found on the Academic Calendars.

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

Reminder to Faculty:

All faculty please remember to review final course rosters in U-Online and report discrepancies to the Registrar's Office.

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>





Important Dates Cont'd

- **September 8** - Fall 2017 UG Final Exam Solicitation
- **September 15** - Fall 2017 UG Final Exam Solicitations Due Back to Registrar's Office
- **September 18** - Schedule Review Committee Meets
- **September 18-29** - Two week grace period for Spring 2018 academic changes
- **September 27** - Add/Drop Period Ends for COM Year 2 Students
- **September 29** - Final Department Changes to Spring 2018 Schedule Due
- **September 29** - Fall 2017 UG Final Exams Posted
- **September 30** - Application Deadline for December 31st, 2017 graduation date

Undergraduate Add/Drop Period

The Undergraduate Add/Drop Period Ends on September 6th. All undergraduate registrations must be completed by this date. This includes: internships, directed studies, and any other non-traditional registrations. This will ensure accurate reporting of student registration history.



Attention Class of 2017!

The deadline to apply to graduate for the December 31, 2017 Graduation is September 30, 2017. If you have not applied to graduate yet, please access your U-Online Account to do so!



- Student Services —> Student Records —> Apply to Graduate

Please make sure you are reviewing your degree evaluation to check your degree completion progression.

For any questions, please contact Joe Niman (jniman@une.edu).



Meet the Registrar's Office!

Here's a quick cheat sheet on who does what in the office!

Registrar's Office Contact List

Allison [acary1] - *On-Campus Registration* (x2320) - Undergraduate 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

Michael [mfreyer] - *Data Specialist* (x2471) - National Student Clearing House, Atomic, Cognos

Rachelle [rgriffin] - *Enrollment Specialist* (x2675) - Graduate & 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

Don't forget our mailboxes!

UNERegistrar@une.edu **UNEGrades@une.edu** **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 Fall 2017 courses need to submit Certification Request Forms for **each** semester. 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.

Transfer Credits

Students who completed summer courses at another institution must send in their transcripts for transfer credits. Students must fill out the Transfer of Course Work form prior to enrolling in external courses.

More information can be found here:

<http://www.une.edu/registrar/records/transfer-credits>

Or contact Joe Niman for questions (jniman or x2138)

Visit Our Webpage!

Our webpage not only lists all academic calendars, catalogs, scheduling, room requests, and registration information, but also all student and faculty forms required for processing different requests.

www.une.edu/registrar