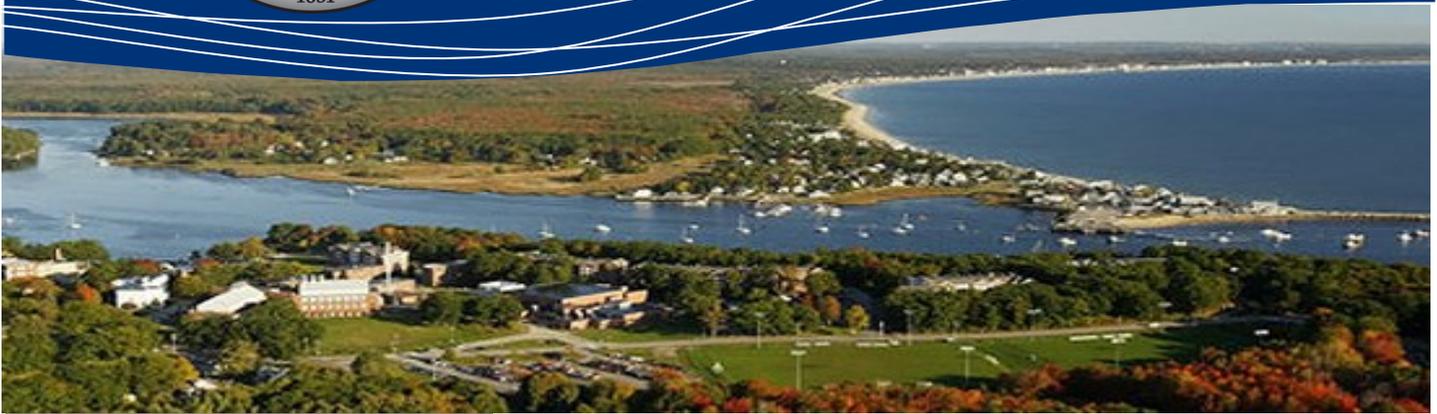# *For the Record*

Office of the Registrar Newsletter

Important Dates

- **October 25 -** All on-line graduate programs add period ends

- **October 26 -** All on-line graduate programs B Term begins

- **October 27 -** All on-line graduate programs drop period ends

- **October 28 -** Curriculum Changes Paperwork due to Provost

- **October 31** - Spring 2017 Course Offering Edits Live

Enrollment Confirmations

Students must confirm enrollment in U-Online for Fall B Term 2016 by midnight on October 26th. Failure to confirm will result in removed from the course(s).

Fall 2016 Final Exam Schedule Posted

The Undergraduate Final Exam Schedule for Fall 2016 has been posted. The listing can be viewed on the Registrar's Website (http://www.une.edu/registrar/calendars/schedules) or by viewing the scheduling grid in Ad Astra.

Please contact Shawn Plante with any questions or concerns (splante@une.edu)

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

Office of the Registrar Newsletter

For Your Information!

Courtney Mejia is currently out on Maternity Leave, but have no fear! We have people covering all areas of operation:

- If you have any questions about Ad Astra, please send an email to UNERooms@une.edu, as this email box will continue to be monitored. There are how-to guides on our website which might be helpful in answering questions you may have regrading Ad Astra (http://www.une.edu/registrar/room-reservations)

- If you have any questions about TA or need to speak with the VA POC, please contact Shawn Plante at splante@une.edu

For any other questions, please direct your email to UNERegistrar@une.edu and it will be forwarded to the appropriate person. All of our forms are located on the Registrar's Website (www.une.edu/registrar)

Training Opportunities for U-OnTrack Degree Evaluation

The U-OnTrack degree evaluation service is an automated service available for students and faculty to review a student's degree progression. This service can be accessed 24 hours a day, seven days a week. New user and refresher training is available for any faculty member or department.

Please contact Joseph Niman (jniman@une.edu or x2138) to schedule a training session.

Veteran's Benefits

It's not too late for students to request certification for the Fall 2016 semester. Students must complete the Certification Request form as soon as possible.

REMINDER: Chapter 33 Post 9/11 Student **must** provide current proof of eligibility in order to have their student account credited for the amount the VA will pay (Current proof must be since the last certification to show remaining eligibility as of the start date of the spring semester).

Please find more information on our website:

http://www.une.edu/registrar/veteran-benefits

Office of the Registrar Newsletter

Registrar's Office Contact List

Allison [acary1] - *Manager, Online Registration* (x2320) - Online Courses and Programs

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, Online SWK Reg, TDPT Reg, Orientation, 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

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. Additionally students can download their enrollment verification as a PDF and email out or print it instantly!

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

Office of the Registrar Newsletter

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**

IMPORTANT

Dear Faculty& Staff,

To be in compliance with reporting regulations: Starting this current Fall 2016 semester, the Registrar's Office will now be reporting student enrollment status differently to the National Student Clearinghouse (NSC). *This will only affect students whose enrollment statuses dip below fulltime when withdrawing from a class(es). If a student withdraws from a class(es), but their credits still indicate fulltime in their program/major, then no changes will occur.* To know what defines fulltime enrollment status for your program/major click HERE

How this affects your student advisees:

1. It could impact eligibility to participate in intercollegiate athletics
2. It could impact eligibility for Veteran's benefits.
3. A Withdrawal from a course(s) at any point after the Add/ Drop period will be reported to the NSC. A withdrawal which changes a student's enrollment status could impact re-payment of loans/deferment of loans.

Please reach out to the Registrar's Office if you or you advisees have any additional questions.

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)