



# For the Record

Office of the Registrar Newsletter



## Important Dates

- **August 23-25** - Undergraduate Orientation - Biddeford
- **August 24** - Undergraduate Orientation for Transfer Students - Biddeford
- **August 27** - Orientation - 3rd Year Nursing and 2nd Year Dental Hygiene - Portland
- **August 27** - DMD Year 3 Term Begins
- **August 29** - Undergraduate Program, Grad Marine Science, Grad Bio, DMD Year 1&2, MSNA, MSOT, PharmD, DPT, tDPT, PA, MSW On Ground Fall Term Begins
- **August 29** - Online Graduate Session A and AB Begins

## Enrollment Confirmation

Students must confirm enrollment in U-Online for Fall 2018 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>

## 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](http://www.une.edu/registrar)



## 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



### Ad Astra Clean Up

Have you noticed you have old departments still attached to your name? Have you changed departments and would like that reflected in Ad Astra as you enter new requests? All you need to do is send an e-mail to UNE Rooms at [unerrooms@une.edu](mailto:unerrooms@une.edu) and we can clean that up for you. If you have any changes or know of changes in your department that should be made in Ad Astra please feel free to reach out.

### Reminders

- You can schedule non-academic spaces year round. These are all the spaces that are classes are not optimized into (i.e., conference rooms, lobbies, function spaces, etc.). The academic spaces (i.e. classrooms) will continue to be held by semester (utilizing the wait list) to allow for optimization. The dates for their wait list release are: on or about May 1st (for Summer), on or about July 1st (for Fall), and on or about December 1st (for Spring).
- Requests are always processed in the order in which we receive them. Reservation Notifications should be forwarded to [UNERooms@une.edu](mailto:UNERooms@une.edu) for any editing or cancelling.
- If you experience any issues or have concerns regarding your reservation please contact [UNERooms@une.edu](mailto:UNERooms@une.edu)

For more information, please visit our website: <http://www.une.edu/registrar/room-reservations>



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



## Veteran's Benefits

Students who want to use VA Benefit's for Fall 2018 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>

REMINDER: Chapter 33 Post 9/11 Students **must** provide current proof of eligibility in order to have their student account credited for the amount the VA will pay.

Chapter 31 - Vocational Rehabilitation students must have their Vocational Rehabilitation Counselor send an up to date 1905 form for certification.

Please contact Shawn Plante with any questions:  
[splante@une.edu](mailto: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](mailto:cmejia@une.edu)) or (207) 221-4217.

## Transfer Credits

As Summer comes to a close students who completed courses at other institutions need to transfer them back to UNE. 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 you can contact Joe Niman for questions ([jniman@une.edu](mailto:jniman@une.edu) or x2138)