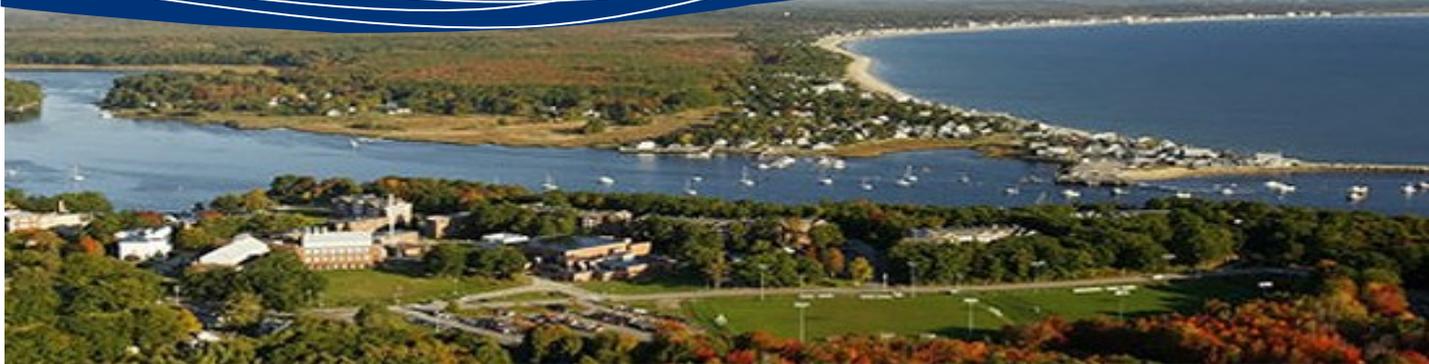




For the Record

Office of the Registrar Newsletter



Important Dates

- **March 2** - B Term Begins for On-Line Graduate Programs
- **March 3** - Deadline for Students in B Term courses to confirm enrollment
- **March 7** - Mid-term grades due for undergraduate students and College of Pharmacy Students
- **March 14-18** - Spring Break for Undergraduates

*Continued on Page 2

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

Registrar Forms

Did you know that all of the forms found on our webpage are Fillable PDFs. Please take advantage of this feature and type out the information into the form. This allows for smoother processing.

A complete listing of our forms can be found here:

<http://www.une.edu/registrar/registration/registration-forms>

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 Continued

- **Mid March - Tentative Summer 2016, Fall 2016, and Spring 2017 schedule posted on U-Online**
- **March 28 - Finalized Course Offerings Go Live**
- **March 28 - Last Day to Withdraw w/o Academic Penalty for Undergraduates and Graduate On-Line tDPT students**
- **March 26-31– Last Day to Withdraw w/o Academic Penalty for Graduate and Professional Students (check program calendars for exact dates)**

End of Term Grades (Session A)

A quick reminder that the term ends for the following programs on February 28th and final grades are due at 11:59pm on March 1st.

- MEd, CAGS, EDL, & EdD Session A
- MSW OnLine Session A
- Health Informatics Session A
- MMEL Session A
- GPH Session A

If you are the Primary Instructor for a course, you will receive an emailed reminder outlining how to enter grades; please carefully review the instructions.

If you have questions or if there may be a delay in adhering to the grading deadline, please reach out to Ronni Porter (x2777).

Advising Students with Veteran's Benefits

If you have students utilizing Veteran's Benefits, before the student makes any changes to their schedule they need to consult a School Certifying Official as it may impact their Benefits.

School Certifying Officials

- Judi Brewer [jbrewer2] - x4244 - 119 Hersey Hall, Portland (available on Biddeford Campus by appointment)
- Shawn Plante [splante] - x4246 - 119 Hersey Hall, Portland

Please find more information on our website:

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



For the Record

Office of the Registrar Newsletter

Registrar's Office Contact List

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

Jessica [jchables] - Enrollment Specialist (x2757) - Transcripts and Verifications, Change of Name/Address, Imaging Files

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

Judi [jbrewer2] - Manager, Online Registration Services, VA SCO (x4244) - Veteran Affairs, Flex Reg

Julie [jpoulinhandy] - Assistant Registrar for Technology (x2334) - Grades and Graduation, Reports

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



Add an Event to Your Outlook Calendar

This feature allows you to add an event to your outlook calendar from AdAstra. Detailed directions can be found on the updated How-To Document on our website:

<http://www.une.edu/registrar/room-reservations>

Anyone seeking training or a refresher of the software should contact Courtney Mejia (x4217 or cmejia@une.edu)



Good Bye and Good Luck!

The Office of the Registrar is saddened to announce that Julie Poulin-Handy will be leaving the University of New England to take a new position at the Wentworth Institute of Technology in Boston.

While we are very excited for Julie in her new professional endeavor, there is no doubt that she will be missed in our office. Julie's unmatched technical abilities and willingness to assist others leave us with large shoes to fill.

Julie's last day will be March 21st.

Best Wishes to you Julie from your friends in the Registrar's Office!

