



For the Record

Office of the Registrar Newsletter



Important Dates

- **August 1** - Enrollment Confirmation begins for Fall 2016
- **August 12** - Undergraduate Summer Session II Ends
- **August 15** - Undergraduate Registration adjustment opens
- **August 19** - tDPT summer term ends
- **August 24** - tDPT Fall 2016 term begins
- **August 24** - Online Graduate Programs summer term ends
- **August 31** - Undergraduate Classes and Online Graduate Programs Begin

Enrollment Confirmations

Students must confirm enrollment in U-Online for Fall 2016 prior to the term start date. Fall 2016 enrollment confirmation opens the week of August 1st. Failure to confirm can delay distribution of Financial Aid, inhibit a student's ability to be housed on campus, and effect athletic eligibility.

Grades/Grading

If there are any question concerning grades and grading, please email our new email address:

UNEGrades@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>





Registrar's Office Contact List

Allison [acary1] - *Manager, Online Registration* (x2302) - 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

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 and Verifications, Change of Name/Address, Imagine Files

Veteran's Benefits

The point of contact for questions related to Veteran's Benefits is now Shawn Plante (splante@une.edu).

Veteran's Benefits Students looking to use VA Benefit's for Fall 2016 courses need to submit Certification Requests for each semester. More information can be found on the website below.

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.

Please find more information on our website:

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

Ad Astra

All Room Reservation Requests for 2016 placed in Ad Astra have been approved. If you no longer require the approved space or need changes to the approved request, please forward the confirmation e-mail with a note explaining the changes and adjustments will be made.

Any questions or concerns regarding these Requests should be directed to UNERooms@une.edu

Important! - Link Change

The Link to Ad Astra has been changed to:

<https://astra.une.edu>

Please update bookmarks to reflect the new link.



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



Welcome Kathy!

The Registrar's Office is happy to welcome Kathy Ketchum Davis to our office and to the University. Kathy will assume the role of the University Registrar effective August 15, 2016.

Kathy comes to UNE with many years of Registrar and computer programming experience. Kathy's areas of expertise include articulation agreements, course scheduling, academic policy leadership, and student engagement ideas.

The Registrar's Office feels very fortunate to have someone of Kathy's background and abilities to lead the office.

Welcome Allison!

The Registrar's Office is also pleased to welcome Allison Cary to our office. Allison will be filling the position of Manager of Online Registration.

Allison holds a Master of Business Administration and joins us from Saint Leo University where she was a Graduate Enrollment Counselor.

We are excited for her to join our team and we hope you help us in making her feel welcome!