



For the Record

Office of the Registrar Newsletter



Important Dates

- **July 1** - Undergraduate Summer Session I Term Ends
- **July 6** - Undergraduate Summer Session II Term Begins
- **July 11-15** - Transfer Student Orientation
- **July 18** - Year 4 COM Term Begins
- **July 25** - Advanced Standing Social Work Students Term Starts
- **July 25** - Last day to confirm registration for the summer

Enrollment Confirmations

The last day to Confirm Enrollment for Summer is July 25, 2016. Any Student who has not confirmed enrollment for the summer by this date is subject to removal from summer courses. Students confirm enrollment in U-Online.

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

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

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 Summer 2016 and 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>

Transfer Credits

As summer approaches more students may be looking to take courses over the summer to transfer 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 contact Joe Niman for questions (jniman or x2138)



Office Contact Information

Biddeford Office

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Portland Office

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Portland, ME 0103
Phone: (207) 221-4200
Fax: (207) 221-4898

www.une.edu/registrar
UNERegistrar@une.edu



Summer Withdrawals

Summer course withdrawals for Undergraduate students should be treated the same as Undergraduate course withdrawals in the fall or in the spring. Student's receive a W until the indicated date on the form. After the date indicated on the form a student should receive a WP (if they are passing at the time of withdrawal) or a WF (if they are failing at the time of the withdrawal).

Signatures and the date from the student, instructor and the advisor are required.

Please reach out to Ronni (x2777) in the Registrar's Office if you have any questions or need clarification.

Welcome Whitney!

The Office of the Registrar would like to welcome Whitney Huff to our team!

She will be taking charge of the front office on the Biddeford campus! She will be the one to tackle transcripts and verifications as well as change of name and address.

Please help us in making her feel welcome!