



# For the Record

Office of the Registrar Newsletter



## Important Dates

- **May 6** - Wait list Window Closes
- **May 9 - 13** – Undergraduate Final Exams
- **May 13** - Official End of Undergraduate Spring Semester
- **May 21** - Commencement
- **May 24** – Undergraduate Registration Closes

\*\*\*Be sure to check the Academic Calendars on our website for start and end dates for each program

## Commencement and Graduation!

May Commencement will be held on May 21st at 10am at the Cross Insurance Arena in Portland, Maine.

Any students with questions concerning graduation should contact Joe Niman ([jniman@une.edu](mailto:jniman@une.edu) or 207-602-2138)

## Enrollment Confirmation

Students must confirm enrollment in U-Online for Summer 2016 prior to the start date of their term.

Failure to confirm can delay distribution of Financial Aid.

## Wait List Window

The wait list window closes on May 6th. After May 6th students will not longer be able to wait list for courses. All remaining students on wait lists will be removed on May 7th. **No capacity or time conflict overrides will be accepted or processed until after May 6th.**

More information on wait listing is available at: <http://www.une.edu/registrar/registration/waitlisting>



## 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 [jchaples]** - 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

**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

## Upcoming grading deadlines:

- **MSNA Year 1 and MSNA Year 2 courses for Spring 2016** are set to end **Friday, April 29, 2016.**
- ◇ The Online Grade Entry has been enabled. Online Grade Entry is available for these courses through **Monday, May 2, 2016 @ 8:00am.**
- **Graduate Marine & Biological Sci courses for Spring 2016** are set to end **May 5, 2016.**
- ◇ Once the online grade entry has been enabled, it will be available for these courses through **Monday, May 9, 2016 @ 8:00am.**
- **Standard Full Term courses for Undergraduates for Spring 2016** are set to end **May 5, 2016.**
- ◇ Once the online grade entry has been enabled, it will be available for these courses through **Monday, May 16, 2016 @ Noon.**
- **tdPT Term courses for Spring 2016** are set to end **May 6, 2016.**
- ◇ Once the online grade entry has been enabled, it will be available for these courses through **Monday, May 9, 2016 @ 8:00am.**
- **Pharmacy Term courses for Spring 2016** are set to end **May 6, 2016.**
- ◇ Once the online grade entry has been enabled, it will be available for these courses through **Monday, May 9, 2016 @ 8:00am.**

## 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)



## **Incomplete Grades: What are they, how do they work and how do I change the incomplete to a final grade once the student has completed the work?**

- **What is an incomplete?**

An Incomplete grade is a contractual agreement between a professor and a student with a set deadline in which the remaining work will be completed and a final grade will be given.

- **When should I give a student an incomplete?**

An incomplete should be given to a student with extenuating circumstances that has approached you before the end of the term to discuss a possible extension to finish work.

- **When shouldn't I give a student an incomplete?**

- ⇒ If a student is graduating this semester, they will not be able to graduate with an outstanding grade of an incomplete.
- ⇒ A student that needs to make Dean's List for a scholarship or for any other reason will not be eligible for Dean's list with an incomplete for the semester.
- ⇒ If you have any questions about a student's eligibility to receive an incomplete, please reach out to Ronni in the Registrar's Office (x2777) before the grading deadline.

- **How do I give a student an Incomplete?**

Incompletes are an option in Uonline when you are enter your student's grades. Please be sure to hit submit on both screens to make sure the incomplete grades record into the system.

- **How do I change the incomplete to a final grade once the student has completed the work?**

You will need to complete a Removal of Incomplete form, which is available under the forms menu on the Registrar's webpage. Please leave time to send the form to Ronni ([rporter4@une.edu](mailto:rporter4@une.edu)), as she needs to be able to enter the final grade into the students record before the grade rolls to an Academic F.

- **OH NO, I missed the Incomplete Grade deadline, even though the student finished the work in time, now they have an Academic F! What do I do?!**

You will need to complete the Faculty Request to Change a Grade form, which is available under the forms menu on the Registrar's webpage. The form requires the listed signatures in order to be processed. Once you have acquired those signatures, please send the form to Ronni ([rporter4@une.edu](mailto:rporter4@une.edu)) for processing.

- **I have other questions about incompletes or the grade entry process, can anyone help me?**

Ronni will help you! You can call her at 207-602-2777, you can email her at [rporter4@une.edu](mailto:rporter4@une.edu) or you can stop by and see her in Decary 108 on the Biddeford Campus!



## 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)



## 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>

## Good Bye and Good Luck!

The Office of the Registrar is sad to announce that Judi Brewer will be leaving the University of New England to pursue her Master's Degree.

Her knowledge and experience will certainly be missed around the office but we wish her all the best in her future endeavors.

Judi's last day will be May 13th.

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