



For the Record

Office of the Registrar Newsletter



Important Dates

- **May 3** - Graduate Online A Term and AB Term Begins
- **May 8-12** - Undergraduate Final Exams
- **May 12** - Official End of Undergraduate Spring Semester
- **May 20** - Commencement
- **May 22** - Undergraduate Full Summer Session and Session I Begins
- **May 29** - Memorial Day - Both Campuses Closed

Commencement and Graduation!

May Commencement will be held on May 20th at 10am at the Cross Insurance Arena in Portland, Maine.

Any students with questions concerning graduation should contact Joe Niman (jniman@une.edu or 207-602-2138) - Any paperwork that might clear a student to be awarded a degree or to be eligible to participate in the ceremony must be turned in to the Registrar's Office no later than Friday, May 5th.

Please see the Graduate Website for more

Commencement Information: <http://www.une.edu/studentlife/graduation>

2017/2018 Academic Catalog

The 2017/2018 Academic Catalog is now live and viewable at the following website:

<http://www.une.edu/registrar/2017-2018-academic-catalog>

Please contact Aubrey Heller with any questions (aheller@une.edu)



Upcoming Orientation Dates:

First Year Orientation:

- Session 1: June 21-22
- Session 2: June 28-29

Transfer Advising/ Orientation:

(Students should set up appointments with advisors individually)

Fall Orientation:

- August 25-26

May Grades Due Dates

Description	Term End Date	Grades Due	Time Due	Incomplete Ext. Date
MSNA 1 & 2	4/28/17	5/1/17	8am	6/9/17
DPT Year 2	5/5/17	5/8/17	8am	6/16/17
tDPT	5/5/17	5/8/17	8am	6/16/17
PA Year 1	5/12/17	5/15/17	8am	6/23/17
Dental Medicine Year 1-4	5/12/17	5/15/17	8am	6/23/17
MSW On Campus (Practicum)	5/12/17	5/15/17	8am	6/23/17
DPT Year 1	5/12/17	5/15/17	8am	6/23/17
MWO On Campus	5/12/17	5/15/17	8am	6/23/17
MSOT Year 1 & 2	5/12/17	5/15/17	8am	6/23/17
UG Standard Full Term	5/12/17	5/15/17	Noon	6/26/17
GMAR/GBIO/GTCP	5/12/17	5/15/17	Noon	6/26/17
Pharmacy Didactic	5/12/17	5/15/17	Noon	6/26/17
Dental Med Session 2	5/12/17	5/15/17	8am	6/23/17
PA Yr 2 Rotations 8	5/12/17	5/15/17	8am	6/12/17
Pharmacy APPE Block 8	5/12/17	5/15/17	8am	6/12/17
COM Year 4	5/19/17	5/23/17	8am	6/30/17
COM Year 1 & 2	5/19/17	5/27/17	8am	6/30/17

Registrar's Office Email Contacts

- UNERegistrar@une.edu - for forms or questions concerning transcripts, verifications, and all other general inquiries.
- UNERooms@une.edu - for any questions concerning room reservations, edits and cancellations in Ad Astra.
- UNEGrades@une.edu - for any questions or concerns around grades and grade changes or to submit grade change forms.



Registrar's Office Contact List

Allison [acary1] - *On-Campus Registration* (x2320) - Undergraduate Courses and Programs, Orientation

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 Reservations/Ad Astra, Final Exam Scheduling, TA POC, Transcripts and Verifications

Joe [jniman] - *Manager* (x2138) - Graduation and Advisor Services, Change/Add Major/Minor, Transfer Course Work, Change of Advisor, UG/GR Grades, Removal of Incompletes

Kathy [kdavis17] - *University Registrar* (x2373)

Kayla [kboyd] - *Assistant Registrar of Technology* (x2334) Banner, Cognos, NSC Support

Rachelle [rgriffin] - *Enrollment Specialist* (x2675) - Graduate & Doctorate Reg, COM Liaison, Non-Matriculated Students

Ronni [rporter4] - *Manager, Online Registration and Manager* (x2777) - Online Courses and Programs, Flex Reg Grades

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, Verifications, Name/Address Changes, Imaging Files, Course WDs

Veteran's Benefits

Students who want to use VA Benefit's for Summer 2017 and Fall 2017 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

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 you can contact Joe Niman for questions (jniman@une.edu or x2138)



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



Ad Astra Training

Join us for instructions, tips, and tricks on all aspects of the software. Astra is always improving and evolving and some of the newest updates will be explained. Your comments and questions are welcome. Whether you use it for meetings, student spaces, or classroom changes, come learn from those who know the system inside and out.

For any questions, call 207-221-4217 or e-mail UNERooms@une.edu

Campus	Date	Time	Location
Portland	Wednesday, May 10th	3:00pm - 4:00pm	Blewett 233
Portland	Thursday May 11th	1:00pm - 2:00pm	Blewett 021
Portland	Monday May 15th	9:00am - 10:00am	Blewett 021
Portland	Tuesday May 16th	10:00am - 11:00am	Goddard 009
Biddeford	Wednesday May 10th	10:00am - 11:00am	Decary Chretien Rm 2
Biddeford	Thursday May 11th	9:00am - 10:00am	Decary Chretien Rm 1
Biddeford	Monday May 15th	2:00pm - 3:00pm	Decary Chretien Rm 1
Biddeford	Tuesday May 16th	1:00pm - 2:00pm	Decary Chretien Rm 1

Enrollment Confirmation

Enrollment Confirmation is ongoing for all programs at UNE that have summer start dates. All students must confirm enrollment prior to the first day of their courses. The graduate and professional programs who have summer start dates are:

- All Graduate On-Line Programs: May 3rd and June 28th
- Dental Medicine: May 30th
- Graduate Marine/Biology: May 22nd
- Nurse Anesthesia: May 1st and June 1st
- Occupational Therapy: June 1st and June 5th
- Osteopathic Medicine: July 1st, July 15th, and July 31st
- College of Pharmacy: May 22nd
- Physical Therapy: May 15th, May 22nd, and July 10th
- Physician Assistant: May 22 and June 1st
- Social Work (on ground): May 22nd