



# For the Record

Office of the Registrar Newsletter



## Important Dates

- **May 2** - Graduate Online A Term and AB Term Begins
- **May 7-11** - Undergraduate Final Exams
- **May 11** - Official End of Undergraduate Spring Semester
- **May 19**- Commencement
- **May 21** - Undergraduate Full Summer Session and Session I Begins
- **May 28** - Memorial Day - Both Campuses Closed

## Commencement and Graduation!

May Commencement will be held on May 19th 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 4th.

Please see the Graduate Website for more Commencement Information: <http://www.une.edu/studentlife/graduation>

The application to Graduate for the 2018/2019 Academic Year Opens on April 30th.

## 2018/2019 Academic Catalog

The 2018/2019 Academic Catalog is now live and viewable at the following website:

<http://www.une.edu/registrar/2018-2019-academic-catalog>

Please contact Shawn Plante with any questions (splante@une.edu)



### Upcoming Undergraduate Orientation Dates:

#### *Biddeford*

#### **First Year Orientation:**

- Session 1: June 20-21
- Session 2: June 27-28
- Transfer Students: Students should set up appointments with advisors individually)

#### **Fall Orientation:**

- August 23-25

#### *Portland*

- August 27: 3rd Year Nursing and Dental Hygiene

### 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 2nd & June 27th
- Dental Medicine Year 2 & 4: May 29th
- Dental Medicine Year 3: May 29th
- Graduate Marine/Biology: May 21st
- Graduate Education: May 21st
- Pharmacy: May 21st
- Nurse Anesthesia: May 14th & May 31st
- Occupational Therapy: May 31st & June 4th
- Osteopathic Medicine: July 1st, July 15th, & July 31st
- Physical Therapy: May 14th, May 21st, & May 31st
- Physician Assistant: May 14th & May 31st
- Social Work (on ground): May 14th & May 31st

### Registrar's Office Email Contacts

- [UNERegistrar@une.edu](mailto:UNERegistrar@une.edu) - for forms or questions concerning transcripts, verifications, and all other general inquiries.
- [UNERooms@une.edu](mailto:UNERooms@une.edu) - for any questions concerning room reservations, edits and cancellations in Ad Astra.
- [UNEGrades@une.edu](mailto: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) - UG Courses & Programs, Orientation

**Aubrey [aheller]** - *Assistant Registrar* (x4245)  
- Catalog & Course Offerings, Calendar

**Colleen [mbinette1]** - *Associate Registrar*  
(x2153) - Office Mgmt, Registration &  
Orientation, Adv Placements/Transfers

**Courtney [cmejia]** - *Enrollment Specialist*  
(x4217) - Room Reservations/Ad Astra, Final  
Exam Scheduling, TA POC, Transcripts &  
Verifications

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

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

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

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

**Shawn [splante]** - *Enrollment Specialist, VA  
SCO* (x4246) - Room Scheduling, Final Exam  
Scheduling, Ad Astra, Catalog & Course  
Offerings, Newsletter

**Whitney [whuff]** - *Enrollment Specialist* (x2757)  
- Transcripts, Verifications, Name/Address  
Changes, Imaging Files, Course WDs

## **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)

## **Veteran's Benefits**

Students who want to use VA Benefit's for the Summer 2018 or Fall 2018 semester courses need to submit a Certification Request Form.

More information can be found on the website:

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

Please contact Shawn Plante with any questions:  
splante@une.edu or (207) 221-4246.

Student using Military TA (Tuition Assistance) can request their transcripts through U-Online and have their grades sent directly to their ESOs. Students with questions about their TA Grades should contact Courtney Mejia  
(cmejia@une.edu) or (207) 221-4217.



## 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)  
[UNEGrades@une.edu](mailto:UNEGrades@une.edu)  
[UNERooms@une.edu](mailto:UNERooms@une.edu)



## May Grades Due

Description	Term End Date	Grades Due	Time Due	Incomplete Ext. Date
DPT Year 1 & 2 & tDPT	5/4/18	5/7/18	8am	6/15/18
PA Year 1	5/11/18	5/14/18	8am	6/22/18
PA Yr 2 Rotations 8	5/11/18	5/14/18	8am	6/11/18
Dental Medicine Year 1-4	5/11/18	5/14/18	8am	6/22/18
MSW On Campus (Practicum)	5/11/18	5/14/18	8am	6/22/18
MSW On Campus	5/11/18	5/14/18	8am	6/22/18
MSNA Year 1 & 2	5/11/18	5/14/18	8am	6/22/18
MSOT Year 1 & 2	5/11/18	5/14/18	8am	6/22/18
UG Standard Full Term	5/11/18	5/14/18	Noon	6/22/18
Graduate—Education	5/11/18	5/14/18	Noon	6/22/18
Pharmacy Didactic	5/11/18	5/14/18	Noon	6/22/18
Pharmacy APPE Block 8	5/11/18	5/14/18	8am	6/11/18
COM Year 4	5/18/18	5/21/18	8am	6/29/18

## Official Transcript Requests Available via U-Online Self Service Portal!

Official Transcript Requests can be requested through U-Online through the following steps:

- Log on to U-Online—> Select Student Services Menu —> Select Student Records —> Select Request Printed/ Official Transcript —> Follow the Prompts
- Click Submit Request (the request will then be put into the queue to be printed in the Registrar’s Office)

We will still accept transcript requests by mail, fax, or in person at both campuses.