



For the Record

Office of the Registrar Newsletter



Important Dates

- **October 2** - Academic Change Forms are now required for all Spring 2018 edits
- **October 2** - All Active Course Edits solicitations sent to department chairs for review
- **October 6** - The Registrar's Office on both the Biddeford and Portland Campus will be Closed for Professional Staff Training
- **October 6-8** - Fall Long Weekend - No Classes on Campus
- **October 22** - All on-line graduate programs A Term Ends

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Fall 2017 Final Exam Schedule Posted

The Undergraduate Final Exam Schedule for Fall 2017 has been posted. The listing can be viewed on the Registrar's Website (<http://www.une.edu/registrar/calendars/schedules>) or by viewing the scheduling grid in Ad Astra.

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

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





Important Dates Continued

- **October 24** - All on-line B Term graduate programs add period ends
- **October 25** - All on-line graduate programs B Term begins
- **October 26** - All on-line graduate programs B Term drop period ends
- **October 27** - All Active Course Edits due back to Registrar's Office
- **October 30** - Spring 2018 Course Offering Edits Live
- **October 30** - Solicitation for Catalog Edits sent to all Catalog Page Editors for 2018-2019 Catalog

Office Closure

The Registrar's Office on both Biddeford and Portland Campuses will be closed on October 6th for Professional Staff Training. Any documents can be scanned and emailed to UNERegistrar@une.edu

Enrollment Confirmations

Students must confirm enrollment in U-Online for Fall B Term 2017 by midnight on October 27th. Failure to confirm will result in removed from the course(s).

Veteran's Benefits

Students who want to use VA Benefit's for Fall 2017 B Term courses need to submit Certification Request Form.

Spring 2018 Requests may be submitted early.

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

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.



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)

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

Michael [mfreyer] - *Data Specialist* (x2471) - National Student Clearing House, Atomic, Cognos

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

Important: Enrollment Reports

A programming change made by the National Student Loan Data System (INSLDS) has resulted in the rejection of some of UNE's most recent enrollments reports. Several students *have been*, and several more students *will be* contacted by a student loan lenders or servicer. As an alternative to electronic reporting, many lenders and services will accept manual deferment paperwork, which they initiate, and to needs to be completed by the Registrar's Office.

If you are one of the students affected by this issue, please contact your lenders to obtain this paperwork. Once you obtain this paperwork and the address to where it should be sent, please forward this information (via your UNE email address) to uneregistrar@une.edu for processing. Please use "Deferment" in the subject line.

Our office will complete the requested deferment verification and forward it to your lender using the address you provide to us. We will also be attaching a letter, on UNE letterhead, explaining the specific issue the National Student Loan Data System is having accepting our enrollment file.



Reminder to Faculty:

All faculty please remember to review final course rosters in U-Online and report discrepancies to the Registrar's Office.



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
UNEGrades@une.edu
UNERooms@une.edu



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.



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>

