



For the Record

Office of the Registrar Newsletter



Important Dates

- **January 2** – DMD, MSNA, COM Year 1&2, PA Year 1, MSW On Ground Practicum Term Begins
- **January 5** - 2018/2019 Academic Catalog Pages Due
- **January 8** - DPT Year 1 & 2 Term Begins
- **January 8** - Registrar's Office Solicits for Summer 18, Fall 18, and Spring 19 Course Offerings
- **January 15** - Martin Luther King Holiday - No Classes
- **January 17** - Undergraduate, GMAR, GBIO, TCP, MSOT, PharmD Year 1, 2, & 3, and MSW On Ground Term Begins
- **January 24** - Martin Luther King Celebration—No Classes on Campus 12:00pm-2:00pm

Welcome Back!

We hope you all had a happy and relaxing winter break and are ready to take on the New Year!



Enrollment Confirmation

All students must confirm their enrollment in U-Online prior to their individual start dates. This includes students in programs that are registered by the Registrar's Office or students in rotations off campus.

In U-Online Select: Student Services →
Enrollment Confirmation Spring 2018 →
Confirm or Decline Enrollment

Failure to confirm can delay distribution of Financial Aid, inhibit a student's ability to be housed on campus, and effect athletic eligibility.



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

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

2018/2019 Academic Catalog Pages

Academic Catalog Pages are available for editing by the assigned editor. All edits must be completed by January 5th. Any questions concerning Catalog Pages should be directed to Aubrey Heller (aheller@une.edu or x4245) or Shawn Plante (splante@une.edu or x4246).

Spring 2018 Registration

Spring 2018 registration is open for Undergraduate Students and some Graduate Programs. For each program's exact start date, please visit the [Registrar's Office Registration Page](http://www.une.edu/registrar/registration) (<http://www.une.edu/registrar/registration>).

Wait listing will be available for most undergraduate courses during Spring 2018 registration from November 16th through December 8th. Visit the [wait listing information page](http://www.une.edu/registrar/registration/waitlisting) for more information (<http://www.une.edu/registrar/registration/waitlisting>)

[Undergraduate Registration Page](http://www.une.edu/registrar/registration/undergraduate-registration): <http://www.une.edu/registrar/registration/undergraduate-registration>



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



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

Veteran's Benefits

Students who want to use VA Benefit's for Spring 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

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.

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>

