



For the Record

Office of the Registrar Newsletter



Important Dates

- **November 1** – Catalog editors to gain access to 18/19 Catalog Edits
- **November 9** - Last Day to Withdraw w/o Academic Penalty for Undergraduate Students
- **November 9** - Veteran's Day Recognition - No Classes 11:00am-1:00pm
- **November 10** - Undergraduate Registration Opens
- **November 11** - GMAR/GBIO/TCP Registration Opens
- **November 16 - December 8** – Undergraduate Course Wait Listing
- **November 22-26** –Thanksgiving Holiday—No Classes on Campus
- **November 27** - Continuing Education Registration Opens

Spring 2018 Registration

Spring 2018 registration will be opening soon 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>

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>





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

Undergraduate Course Withdrawals

Please note that the last day for Undergraduate Students to withdraw from a course without Academic Penalty is November 9, 2017.

Please reach out to Whitney in the Registrar's Office if you have any questions (x2757) or whuff@une.edu regarding Course Withdrawals.

Undergraduate Advising

Advising prior to Undergraduate registration is now open. Registration opens on November 10th so please make sure to review your advisees' degree evaluations prior to meeting with them.

To do so, log in to U-OnLine, select the student and make sure you choose the Generate New Evaluation option. This will ensure that you have the most up-to-date evaluation for your meeting. Please encourage your advisees to review their degree evaluations often to make sure they are on track to graduate on time.

Any questions regarding the degree evaluation can be sent to Joe Niman, Manager of Graduation & Advisor Services at 207-602-2138 or jniman@une.edu



Office Contact Information

Biddeford Office

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Portland Office

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Hersey Hall, Room 119
Portland, ME 0103
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www.une.edu/registrar
UNERegistrar@une.edu
UNEGrades@une.edu
UNERooms@une.edu



Veteran's Benefits

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

Reminder to Faculty:

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



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