For the Record

Office of the Registrar Newsletter

Important Dates

- **August 31** - Undergraduate, Graduate, and Professional Courses Begin

- **September 7 -** Add/Drop Period Ends for Undergraduate Students

- **September 9 -** Fall 2016 Final Exam Solicitation

- **September 16 -** Fall 2016 Final Exam Solicitations Due Back to Registrar's Office

- **September 19 -** Schedule Review Committee Meets

Enrollment Confirmations

Students must confirm enrollment in U-Online for Fall 2016 prior to the term start date. Fall 2016 enrollment confirmation opens the week of August 31st. Failure to confirm can delay distribution of Financial Aid, inhibit a student's ability to be housed on campus, and effect athletic eligibility.

Undergraduate Add/Drop Period

The Undergraduate Add/Drop Period Ends on September 7th. All undergraduate registrations must be completed by this date. This includes: internships, directed studies, and any other non-traditional registrations. This will ensure accurate reporting of student registration history.

Reminder to Faculty:

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

Office of the Registrar Newsletter

Important Dates Cont'd

- **September 19-30 -** Two week grace period for Spring 2017 late academic changes

- **September 30 -** Final Department Changes to Spring 2017 Schedule Due

- **September 30 -** Fall 2016 Final Exams Posted

- **September 30 -** Application Deadline for December 31st, 2016 graduation date

Veteran's Benefits

It's not too late for students to request certification for the Fall 2016 semester. Students must complete the Certification Request form as soon as possible.

REMINDER: Chapter 33 Post 9/11 Student **_must_** provide current proof of eligibility in order to have their student account credited for the amount the VA will pay (Current proof must be since the last certification to show remaining eligibility as of the start date of the spring semester).

Please find more information on our website:

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

Attention Class of 2016!

The deadline to apply to graduate for the December 31, 2016 Graduation is September 30, 2016. If you have not applied to graduate yet, please access your U-Online Account to do so!

- Student Services —> Student Records —> Apply to Graduate

Please make sure you are reviewing your degree evaluation to check your degree completion progression.

For any questions, please contact Joe Niman (jniman@une.edu).

Office of the Registrar Newsletter

Registrar's Office Contact List

Allison [acary1] - *Manager, Online Registration* (x2320) - Online Courses and Programs

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 Reservation/Ad Astra, Final Exam Scheduling, Transcripts and Verifications

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

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

Kayla [kboyd] - *Manager, On Campus Registration Services* (x2471) - Undergrad Reg, Online SWK Reg, TDPT Reg, Orientation, Greater Portland Alliance

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

Ronni [rporter4] - *Staff Assistant* (x2777) - Grades, Course Withdrawals, Change of Grades, Removal of Incompletes, NSC Reporting, Reports

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

Training Opportunities for U-OnTrack Degree Evaluation

The U-OnTrack degree evaluation service is an automated service available for students and faculty to review a student's degree progression. This service can be accessed 24 hours a day, seven days a week. New user and refresher training is available for any faculty member or department.

Please contact Joseph Niman (jniman@une.edu or x2138) to schedule a training session.

Ad Astra Training

While there will be no specific training sessions, anyone seeking training or a refresher of the software should contact email UNERooms@une.edu to set up a training that would meet your specific needs.

Please see our website below for detail How-To Document and Tips and Tricks.

http://www.une.edu/registrar/room-reservations

Don't Forget…..

To visit our webpage for student and faculty forms required for processing various requests.

www.une.edu/registrar (select the Forms tab)

Office of the Registrar Newsletter

Office Contact Information

Biddeford Office
11 Hills Beach Road
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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

Enrollment Verifications Reminder!

Students can obtain up-to-date information on their enrollment and student loans online in one place. Additionally students can download their enrollment verification as a PDF and email out or print it instantly!

How to Access FREE Student Self-Service:

- Log onto U-Online —> Click on "Student Services" —> Click on "Student Records —> Click on "Enrollment Verification" —> Select "Submit" to connect to the National Student Clearinghouse

For more information, view our website:

http://www.une.edu/registrar/records/degree-enrollment-verification

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