



For the Record

Office of the Registrar Newsletter



Important Dates

- **February 5-** Final Exam Solicitations due back to Registrar's Office
- **February 19** - Course solicitations for Summer 2016, Fall 2016, and Spring 2017 due back to Registrar's Office
- **February 22** and later - Late Academic Changes (form required)
- **February 19** - Final Exams Scheduled and Posted

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

Registration Information

- ◆ Registration is ongoing during the month of February for all on-line graduate programs B Term. The last day to add courses is March 1, 2016.
- ◆ Enrollment confirmation for all students enrolling in B Term for all on-line graduate programs is active. B Term courses begin on March 2, 2016.

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

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

Jessica [jchaples] - Enrollment Specialist (x2757) - Transcripts and Verifications, Change of Name/Address, Imaging Files

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

Judi [jbrewer2] - Manager, Online Registration Services, VA SCO (x4244) - Veteran Affairs, Flex Reg

Julie [jpoulinhandy] - Assistant Registrar for Technology (x2334) - Grades and Graduation, Reports

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

Veteran's Benefits

It's not too late for students to request certification for the Spring 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>

Need to have an Incomplete changed to a letter grade or a Grade changed?

All forms can be found on the Registrar's web page, <http://www.une.edu/registrar/registration/registration-forms>. The forms can be emailed to Rporter4@une.edu, mailed to the mailing address on the bottom of the form, faxed to (207) 602-5927, or physically dropped off to the Biddeford or Portland Registrar's Office.

If you have questions, please feel free to call Ronni at (207) 602-2777 or email her at the above mentioned email address.

For a removal of an incomplete grade, (example: I to a A or I to F), please use the form titled Removal of Incomplete Grade.

For a grade change, (example: A to B+, F* to B, or NG to A), please use the form titled Faculty Request to Change a Grade, **all signatures are required**.



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



Available Rooms Search Option Available on February 1st in Ad Astra

This feature is an easier way to find available rooms for a certain date or time without starting a room request. Detailed directions can be found on the updated How-To Document on our website:

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

Anyone seeking training or a refresher of the software should contact Courtney Mejia (x4217 or cmejia@une.edu)

Thank You to Faculty

- Thank you to all Faculty and students who assisted or participated in confirmation of enrollment. Students must complete this process every semester before financial aid and loan disbursement can take place (regardless if the student receives financial aid or loans). This process also protects the University should a question arise about a student's enrollment.
- Additionally, thank you to all Faculty for taking the time to verify class rosters. Notifying our office of any roster discrepancies in U-Online, Banner or class attendance is greatly appreciated and solves enrollment issues prior to grading.