



For the Record

Office of the Registrar Newsletter



Important Dates

- **August 29** - Undergraduate, GMAR, GBIO, TCP, DMD Year 1&2, MSNA, OT, COP, DPT, PA, MSW On Ground, and Online Graduate A & AB Fall Semester Begins
- **August 31** - MSW On Ground Didactic and OT Year 2 Didactic Add/Drop Ends
- **September 3** - Closed - Labor Day Holiday - No Classes on Campus
- **September 5** - Fall Undergraduate, GMAR, GBIO, TCP Add/Drop Ends

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Enrollment Confirmation

Students must confirm enrollment in U-Online for Fall 2018 prior to the term start date. All students must confirm enrollment prior to their first day of courses. Failure to confirm can delay distribution of Financial Aid, inhibit a student's ability to be housed on campus, and effect athletic eligibility. All start dates can be found on the Academic Calendars.

<http://www.une.edu/registrar/calendars>

Reminder to Faculty:

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





Important Dates Cont'd

- **September 7** - Fall 2018 UG Final Exam Solicitation
- **September 14** - Fall 2018 UG Final Exam Solicitations Due Back to Registrar's Office
- **September 24** - Schedule Review Committee Meets
- **September 24-October 5** - Two week grace period for Spring 2019 academic changes
- **September 28** - Fall 2018 UG Final Exams Posted
- **September 30** - Application Deadline for December 31st, 2018 graduation date



Undergraduate Add/Drop Period

The Undergraduate Add/Drop Period Ends on September 5th. 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.



Attention Class of 2018!



The deadline to apply to graduate for the December 31, 2018 Graduation is September 30, 2018. 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).



Registrar's Office Contact List

Allison [acary1] - *On-Campus Registration* (x2320) - UG Courses & Programs, Orientation

Vacant - *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

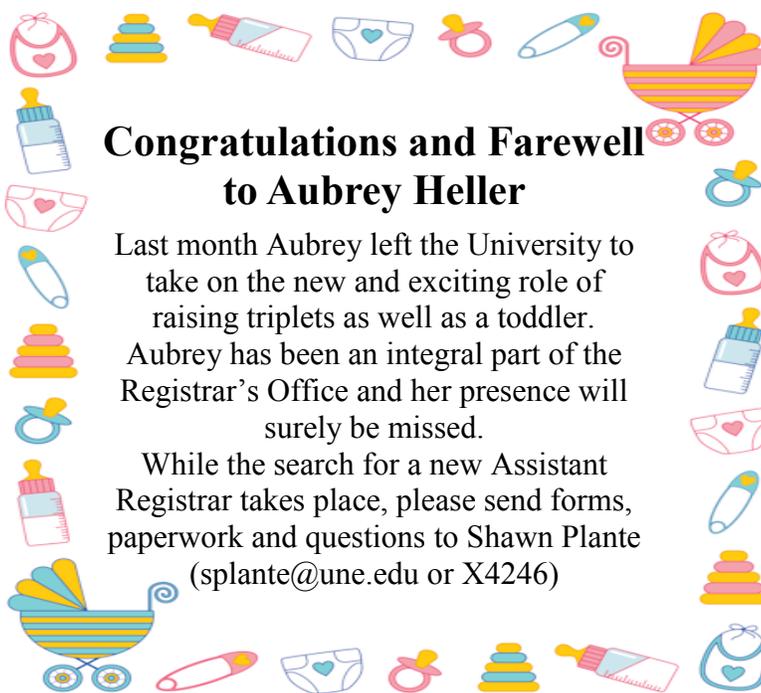
Kathy [kdavis17] - *University Registrar* (x2373)

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



Congratulations and Farewell to Aubrey Heller

Last month Aubrey left the University to take on the new and exciting role of raising triplets as well as a toddler. Aubrey has been an integral part of the Registrar's Office and her presence will surely be missed.

While the search for a new Assistant Registrar takes place, please send forms, paperwork and questions to Shawn Plante (splante@une.edu or X4246)



Happy Retirement to Rachelle Griffin!

Rachelle will be retiring on September 28th. While we wish her the best as she heads to a well deserved retirement, her institutional knowledge and witty personality will be impossible to replace. Be sure to stop by to see her and wish her well before she leaves us for the sunny Florida beaches. Currently the search for a replacement is ongoing and we will share information as we receive it.



Office Contact Information

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Portland Office

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Fax: (207) 221-4898

www.une.edu/registrar
UNERegistrar@une.edu
UNERooms@une.edu
UNEGrades@une.edu



Veteran's Benefits

Students who want to use VA Benefit's for Fall 2018 courses need to submit Certification Request Forms for **each** semester. More information can be found on the website: <http://www.une.edu/registrar/veteran-benefits>

REMINDER: Chapter 33 Post 9/11 Students **must** provide current proof of eligibility in order to have their student account credited for the amount the VA will pay.

Chapter 31 - Vocational Rehabilitation students must have their Vocational Rehabilitation Counselor send an up to date 1905 form for certification.

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.

Transfer Credits

As Summer comes to a close students who completed courses at other institutions need to transfer them back to UNE. Students must fill out the Transfer of Course Work form prior to enrolling in external courses.

More information can be found here:

<http://www.une.edu/registrar/records/transfer-credits>

Or you can contact Joe Niman for questions
(jniman@une.edu or x2138)