

## **Important Dates**

- January 5 Last Day to
  Add Courses for On-Line
  Graduate Program
- January 8 All Active Course Edits Due from Department Chairs
- January 11 Solicitations
  for Summer 2016, Fall
  2016, & Spring 2017
  distributed to Department
  Chairs
- January 18 Martin Luther
  King Holiday No Classes

## From the Office

Welcome to the first issue of the Office of the Registrar Newsletter! The primary goal of this newsletter is to inform UNE faculty and staff of functions and services provided by the Office of the Registrar, to present important information, and to outline specific dates and deadlines. Each newsletter will focus on a few timely topics of areas of potential interest. Please give us your thoughts on the value of this newsletter and its content.

## Don't Forget!

Students must confirm their enrollment for Spring Semester in order for their Financial Aid to Disburse. This is completed through U-Online.

### 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

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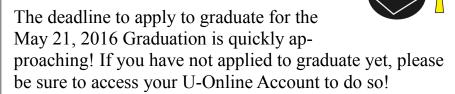


## Office of the Registrar Newsletter

# **Important Dates Continued**

- January 18-19 Spring
  Undergraduate Orientation
  Session
- January 27 Martin
  Luther King Celebration No Classes 12:00pm 2:00pm
- January 27 Add/Drop
  Ends for Undergraduate,
  Graduate Marine and
  Graduate Biology Students
- All Students to file an Application for Graduation for the May commencement and graduation date
- January 29 Electronic
  Catalog Edits Due

#### **Attention Class of 2016!**



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

Notifications regarding your graduation status will be emailed out in early to mid-March.

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).

### **Coming Soon!**

## Update to Ad Astra



New Upgrade to 7.5.14 on January 8, 2016

- System will be down Friday for upgrade
  Upcoming Updates
- New, simplified Event Request Template
- Streamlined Ad Astra/UNE Calendar on Website
  - ♦ Athletic Events, Student Events, Speaker Series
- And more new and exciting features!

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



January 2016



# Office of the Registrar Newsletter

#### 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



#### Veteran's Benefits

Any student who wishes to use Veteran's Benefits for the Spring 2016 semester needs to complete a Certification Request and current proof of eligibility if applicable. More information can be found on the website:

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

#### Who Does What in the Registrar's Office?

Aubrey - Assistant Registrar (x4245) - Catalog and Course Offerings, Calendar

**Colleen -** *Senior Assistant Registrar* (x2153) - Office Management, Registration and Orientation, Advanced Placements/Transfers

**Courtney -** *Enrollment Specialist* (x4217) - Room Reservation/Ad Astra, Final Exam Scheduling, Transcripts and Verifications

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

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

**Judi** - *Manager, Online Registration Services, VA School Certifying Official* (x2320) - Veteran Affairs, ,Flex Registration

**Julie -** *Assistant Registrar for Technology* (x2334) - Grades and Graduation, Reports

**Kayla** - *Manager, On Campus Registration Services* (x2471) - Undergraduate Registration, Online Social Work Registration, Transitional Doctor of Physical Therapy Registration, Orientation, Greater Portland Alliance

**Rachelle -** *Enrollment Specialist* (x2675) - Graduate & Doctorate Registration, College of Medicine Liaison, Non-Matriculated Students

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

**Shawn -** Enrollment Specialist, VA School Certifying Official (x4246) - Room Scheduling, Final Exam Scheduling, Ad Astra, Catalog and Course Offerings, Newsletter