



For the Record

Office of the Registrar Newsletter



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

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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>





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
- **January 30** - Last Day for 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!



The deadline to apply to graduate for the May 21, 2016 Graduation is quickly approaching! If you have not applied to graduate yet, please be sure to access your U-Online Account to do so!

- 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)



Office Contact Information

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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