



Important Dates

- **September 24-October 5** - No Academic Change Forms Required for Spring 2019 Edits
- **October 5** - The Registrar's Office on both the Biddeford and Portland Campus will be closed for Professional Staff Training
- **October 5-7** - Fall Long Weekend—No Classes on Campus
- **October 8** - Academic Change Forms are now required for all Spring 2019 edits
- **October 8** - All Active Course Edits solicitations sent to Department Chairs for review

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Fall 2018 Final Exam Schedule Posted

The Undergraduate Final Exam Schedule for Fall 2018 has been posted. The listing can be viewed on the Registrar's Website (<http://www.une.edu/registrar/calendars/schedules>) or by viewing the scheduling grid in Ad Astra.

Reminder: Inclement Weather Policy:

If the University is closed or has a delayed start, affected examinations will be rescheduled for Friday, retaining their originally - scheduled time. If there is a second closed day or delayed start, affected final examinations will be moved to the Saturday immediately following finals week.

Please contact Shawn Plante with any questions or concerns (splante@une.edu)



Important Dates Cont'd

- **October 21** - All on-line graduate programs A Term Ends
- **October 24** - All on-line graduate programs B Term Begins
- **October 29** - Spring 2019 Course Offerings are live.

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](http://www.une.edu/registrar)



Office Closure

The Registrar's Office on both Biddeford and Portland Campuses will be closed on October 5th for Professional Staff Training. Any documents can be scanned and emailed to UNERegistrar@une.edu

Important: Enrollment Reports

There are times when your department will receive calls from students, indicating that they are being told by their lenders that they need to start repaying their loans or that the loan company does not have verification of the student's enrollment.

If you are getting these calls, please be aware that students can get an enrollment verification certificate through U-Online (see below), which they can forward to their servicer.

Log into **U-Online** using your Noreaster ID and Password

2. Select **Student Services** menu
 3. Select **Student Records** menu
 4. Select **Enrollment Verification**
 5. Select **Submit** to connect to the National Student Clearing-house
 6. Choose **Current Enrollment**
 7. Select **Obtain an enrollment certificate**
- Print or download a PDF copy of the **Current Enrollment Certificate**

If the student logs in to U-Online and their enrollment information is not available, then they should contact the Registrar's Office at Ext. 2118. Students needing assistance beyond an enrollment verification should be directed to Ronni Roberts (x2777) in the Registrar's Office.



Registrar's Office Contact List

Allison [acary1] - Manager, *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)

Vacant- *Enrollment Specialist* (x2675) - GR & Doctorate Reg, COM Liaison, Non-Matric Students

Ronni [rporter4] - *Interim Registrar of Technology, 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

Welcome Jack Pandolfo!

Jack Pandolfo has joined the Registrar's Office filling the position of Data Specialist.

Jack graduate from Quinnipiac University in 2016 with a degree in Game Design and a minor in Computer Science.

With his education and skill set we are excited to have him join our team. Please stop by and welcome Jack to UNE!

Official Transcript Requests Available via U-Online Self Service Portal!

Official Transcript Requests can be requested through U-Online through the following steps:

- Log on to U-Online
- Select Student Services Menu
- Select Student Records
- Select Request Printed/Official Transcript
 - Follow the Prompts
- Click Submit Request (the request will then be put into the queue to be printed in the Registrar's Office)

We will still accept transcript requests by mail, fax, or in person at both campuses.



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
UNERooms@une.edu
UNEGrades@une.edu



Reminder to Faculty:

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

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.

