For the Record

Office of the Registrar Newsletter

UNIVERSITY OF NEW ENGLAND
LUCENS ET ARDENS
1831

Important Dates

- **April 9 - May 24** – Undergraduate Registration Opens for Summer 2016 and Fall 2016

- **April 9 - May 24** - Graduate Marine and Graduate Biology Registration Opens for Summer 2016 and Fall 2016

- **April 25 - May 2** - Continuing Education and Graduate TCP Registration Opens for Summer 2016

Course Offerings are Live!

The Course Offerings for Summer 2016, Fall 2016, and Spring 2017 are available on U-Online.

Please visit our website for information on Registration including Registration Dates and Policies.

www.une.edu/registrar/registration

Important Registration Information

- During Undergraduate Registration, any courses that without co-requisites or cross-lists will have wait lists.

- Capacity and Time Conflict Overrides will not be processed until after wait listing ends on May 6th.

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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April

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Office of the Registrar Newsletter

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

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

Academic Late Changes

Any changes that need to be made to the Course Schedule require an Academic Late Change Form to be filled out, signed, and submitted to our office.

Please utilize Ad Astra when seeking for an alternate room and meeting pattern.

Please contact Aubrey Heller (x4245) or Shawn Plante (x4246) with questions.

The Form is located on the forms tab of our webpage:

http://www.une.edu/registrar/registration/registration-forms

Grading Deadlines

Spring is here and grading deadlines are coming up quick. Below are upcoming deadlines.

Please keep an eye on your UNE email for deadline reminders and the steps necessary to enter your grades.

If you have any questions, please reach out to Ronni Porter (x2777).

- **MSEd, CAGS ,EDL & EdD Session AB & B, MSW OnLine Session AB & B, Health Informatics Session AB & B, MMEL Session AB & B and GPH Session AB & B courses for Spring 2016** are set to end **April 24, 2016.**

◊ Once the online grade entry has been enabled, it will be available for these courses through **Tuesday, April 26, 2016 @ 11:59pm.**

- **Standard Full Term courses for Undergraduates for Spring 2016** are set to end **May 5, 2016.**

◊ Once the online grade entry has been enabled, it will be available for these courses through **Monday, May 16, 2016 @ Noon.**

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Office Contact Information

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Fax: (207) 221-4898

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

Veteran's Benefits

Students looking to use VA Benefit's for Summer 2016 and Fall 2016 courses need to submit Certification Requests for each semester. More information can be found on the website below.

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

AD ASTRA
INFORMATION SYSTEMS

Need a Refresher on Ad Astra or Training?

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)