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
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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Registrar’s Office Contact List

- **Aubrey [aheller]** - Assistant Registrar (x2425) - 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 [jiniman]** - Manager (x2138) - Graduation and Advisor Services, Change/Add Major/Minor, Transfer Course Work, Change of Advisor
- **Judi [jbrewer2]** - Manager, Online Registration Services, VA SCO (x2444) - 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

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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
**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

**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)