UNIVERSITY OF NEW ENGLAND · LUCENS ET ARDENS · 1831

For the Record

Office of the Registrar Newsletter

Important Dates

- **February 27-March 24** - Registrar's Office Completes Edits and Optimizes Rooms

- **March 1 -** Online Graduate B Term Session Begins

- **March 1 -** Non-Academic Spaces Released from AdAstra Wait List

- **March 13 -** Mid-Term Grade Reporting Due

- **March 13-17 -** Spring Break

- **March 24 -** Finalized Summer 2017 and Fall 2017 Course Offerings Go Live

Spring 2017 Undergraduate Final Exam Schedule

The Undergraduate Final Exam Schedule for the Spring 2017 Semester has been posted for both the Biddeford Campus and the Portland Campus.

The schedule can be found on our website:

http://www.une.edu/registrar/calendars/schedules

Any questions or concerns should be directed to Shawn Plante at splante@une.edu

Did you know?...

That the Registrar's Office has a couple of different email inboxes? For timely processing, please email the following monitored inboxes:

- **UNERegistrar@une.edu** - for forms or questions concerning transcripts, verifications, and all other general inquiries.

- **UNERooms@une.edu** - for any questions concerning room reservations, edits and cancellations in Ad Astra.

- **UNEGrades@une.edu** - for any questions or concerns around grades and grade changes or to submit grade change forms.

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Registrar's Office Contact List

Allison [acary1] - *On-Campus Registration* (x2320) - Undergraduate Courses and Programs, Orientation

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 Reservations/Ad Astra, Final Exam Scheduling, TA POC, Transcripts and Verifications

Joe [jniman] - *Manager* (x2138) - Graduation and Advisor Services, Change/Add Major/Minor, Transfer Course Work, Change of Advisor, UG/GR Grades, Removal of Incompletes

Kathy [kdavis17] - *University Registrar* (x2373) Banner, Cognos, NSC Support

Kayla [kboyd] - *Assistant Registrar of Technology* (x2334)

Rachelle [rgriffin] - *Enrollment Specialist* (x2675) - Graduate & Doctorate Reg, COM Liaison, Non-Matriculated Students

Ronni [rporter4] - *Manager, Online Registration and Manager* (x2777) - Online Courses and Programs, Flex Reg Grades

Shawn [splante] - *Enrollment Specialist, VA SCO* (x4246) - Room Scheduling, Final Exam Scheduling, Ad Astra, Catalog and Course Offerings, Newsletter

Whitney [whuff] - *Enrollment Specialist* (x2757) - Transcripts, Verifications, Name/Address Changes, Imaging Files, Course WDs
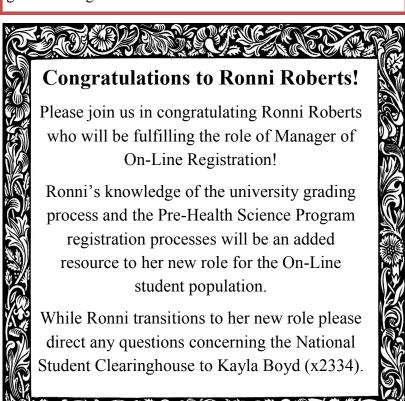
Mid-Term Grades

All Undergraduate faculty should report mid-term grades by **Monday, March 13, 2017 by 11:59pm.**

Grades should be entered for ALL enrolled students as either "U" for Unsatisfactory or "S" for Satisfactory.

Grades will be visible to students as the grading is completed. Students will be notified that mid-term grades have been posted on Tuesday, March 14, 2017.

Please Note: The last day for students to withdraw without academic penalty is April 4, 2017.

Academic Advisors can access their advisees' mid-term grades through U-Online.

Congratulations to Ronni Roberts!

Please join us in congratulating Ronni Roberts who will be fulfilling the role of Manager of On-Line Registration!

Ronni's knowledge of the university grading process and the Pre-Health Science Program registration processes will be an added resource to her new role for the On-Line student population.

While Ronni transitions to her new role please direct any questions concerning the National Student Clearinghouse to Kayla Boyd (x2334).

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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

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.

Enrollment Verifications Reminder!

Students can obtain up-to-date information on their enrollment and student loans online in one place.

How to Access FREE Student Self-Service:

- Log onto U-Online —> Click on "Student Services" —> Click on "Student Records —> Click on "Enrollment Verification" —> Select "Submit" to connect to the National Student Clearinghouse

For more information, view our website:

http://www.une.edu/registrar/records/degree-enrollment-verification