Important Dates

- **December 11 - 15** – Undergraduate Final Exam Week (see final exam calendar)

- **December 18 (at Noon)** - Final Grades Due for Undergraduates, GMAR/GBIO and Pharmacy Didactic (see full list on last page)

- **December 25– January 1** - Winter Break - UNE CLOSED

- **December 31** - Official Fall Graduation Date

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Spring 2018 Registration

Spring 2018 registration is open for Undergraduate Students and some Graduate Programs. For each program’s exact start date, please visit the Registrar’s Office Registration Page (http://www.une.edu/registrar/registration).

Wait listing will be available for most undergraduate courses during Spring 2018 registration from November 16th through December 8th. Visit the wait listing information page for more information (http://www.une.edu/registrar/registration/waitlisting)

Undergraduate Registration Page: http://www.une.edu/registrar/registration/undergraduate-registration

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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
### Final Grades

Please see the Final grades due dates below. If you will be traveling, unable to enter grades, or are worried you might be delayed in entering grades, please reach out to Ronni (x2777) as soon as possible to discuss options for grade entry.

Reminders will be emailed to all primary instructors and will include grading deadline details and as well as helpful instructions.

<table>
<thead>
<tr>
<th>Program</th>
<th>Grades Due</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSOT Year 1</td>
<td>12/11/17</td>
<td>8am</td>
</tr>
<tr>
<td>UG Standard Term, Pharmacy Didactic</td>
<td>12/18/17</td>
<td>Noon</td>
</tr>
<tr>
<td>EDU Graduate, PA Year 1, DMD Year 1 &amp; 2, MSW On Ground, MSNA Year 1&amp;2, DPT Year 1 &amp; 2, DPT Year 3, tDPT, OT Year 2 Fieldwork Rotation, DMD Session 2, RN-BSN Session B, Pharmacy APPE Block 5</td>
<td>12/18/17</td>
<td>8am</td>
</tr>
<tr>
<td>MSEd, CAGS, EDL &amp; EdD Session B &amp; AB, Applied Nutrition Session B &amp; AB, MSWO Session B &amp; AB, Health Informatics Session B &amp; AB, MMEL Session B &amp; AB, GPH Session B &amp; AB, COM Year 1 &amp; 2, DMD Year 3, DMD Year 4, PA Year 2 Rotations 5</td>
<td>12/19/17</td>
<td>11:59pm</td>
</tr>
<tr>
<td>COM Year 1 &amp; 2, DMD Year 3, DMD Year 4, PA Year 2 Rotations 5</td>
<td>12/26/17</td>
<td>8am</td>
</tr>
</tbody>
</table>
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Enrollment Confirmation
All students must confirm their enrollment in U-Online prior to their individual start dates. This includes students in programs that are registered by the Registrar’s Office or students in rotations off campus.

In U-Online Select: Student Services —> Enrollment Confirmation Spring 2018 —> Confirm or Decline Enrollment
Failure to confirm can delay distribution of Financial Aid, inhibit a student’s ability to be housed on campus, and effect athletic eligibility.

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Academic Catalog Pages are available for editing by the assigned editor. All edits must be completed by January 5th. Any questions concerning Catalog Pages should be directed to Aubrey Heller (aheller@une.edu or x4245) or Shawn Plante (splante@une.edu or x4246).

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Registrar’s Office Contact List
Allison [acary1] - On-Campus Registration (x2320) - UG Courses & Programs, Orientation
Aubrey [aheller] - 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)
Kayla [kboyd] - Assistant Registrar of Technology (x2334) Banner, Cognos, NSC Support
Rachelle [rgriffin] - Enrollment Specialist (x2675) - GR & Doctorate Reg, COM Liaison, Non-Matric Students
Ronni [rporter4] - 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

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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
UNEGrades@une.edu
UNERooms@une.edu

Reminder: Holiday Break University Closure
As a reminder, the University will be closed December 25th through January 1st for the Holidays. In order to ensure all requests are processed and mailed out by the last mail pick up before break, all requests must be in the Office by December 20th at Noon (EST). Any requests received after noon will be processed in the order they were received when our office reopens on January 2nd.

Veteran’s Benefits
Students who want to use VA Benefit's for Spring 2018 semester courses need to submit a Certification Request Form. More information can be found on the website: http://www.une.edu/registrar/veteran-benefits

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.