



For the Record

Office of the Registrar Newsletter



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



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) (<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](http://www.une.edu/registrar/registration/waitlisting) for more information (<http://www.une.edu/registrar/registration/waitlisting>)

[Undergraduate Registration Page](http://www.une.edu/registrar/registration/undergraduate-registration): <http://www.une.edu/registrar/registration/undergraduate-registration>

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.

Program	Grades Due	Time
MSOT Year 1	12/11/17	8am
UG Standard Term, Pharmacy Didactic	12/18/17	Noon
EDU Graduate, PA Year 1, DMD Year 1 & 2, MSW On Ground, MSNA Year 1&2, DPT Year 1 & 2, DPT Year 3, tDPT, OT Year 2 Fieldwork Rotation, DMD Session 2, RN-BSN Session B, Pharmacy APPE Block 5	12/18/17	8am
MSEd, CAGS, EDL & EdD Session B & AB, Applied Nutrition Session B & AB, MSWO Session B & AB, Health Informatics Session B & AB, MMEL Session B & AB, GPH Session B & AB,	12/19/17	11:59pm
COM Year 1 & 2, DMD Year 3, DMD Year 4, PA Year 2 Rotations 5	12/26/17	8am



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

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.

2018/2019 Academic Catalog Pages

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).

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>





Office Contact Information

Biddeford Office

11 Hills Beach Road
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Biddeford, ME 04005
Phone: (207) 602-2473
Fax: (207) 602-5927

Portland Office

716 Stevens Avenue
Hersey Hall, Room 119
Portland, ME 0103
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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://](http://www.une.edu/registrar/veteran-benefits)

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.

