



For the Record

Office of the Registrar Newsletter



Important Dates

- **July 1** - COM Year 3 Term Begins
- **July 4** - 4th of July Holiday
- No Classes - Campus Closed
- **July 5** - Undergraduate Summer Session II Term Begins
- **July 15** - COM Year 4 Term Begins
- **July 10** - DPT Year 2 Session 2 Begins
- **July 31** - COM Year 1 & 2 Term Begins

Summer Withdrawals

Summer course withdrawals for Undergraduate students should be treated the same as Undergraduate course withdrawals in the fall or in the spring. Student's receive a W until the indicated date on the form. After the date indicated on the form a student should receive a WP (if they are passing at the time of withdrawal) or a WF (if they are failing at the time of the withdrawal).

Signatures and the date from the student, instructor and the advisor are required.

Please reach out to Whitney (x2757) in the Registrar's Office if you have any questions or need clarification.

Enrollment Confirmation

Enrollment Confirmation is ongoing for all programs at UNE that have summer start dates. All students must confirm enrollment prior to the first day of their courses. The graduate and professional programs who have summer start dates are:

- Osteopathic Medicine: July 1st, July 15th, and July 31st
- Physical Therapy: July 10th



Registrar's Office Contact List

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

Aubrey [aheller] - *Assistant Registrar* (x4245) - Catalog & Course Offerings, Calendar

Colleen [mbinette1] - *Senior Assistant 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

Michael [mfreyer] - *Data Specialist* (x2471) - National Student Clearing House, Atomic, COGNOS

Rachelle [rgriffin] - *Enrollment Specialist* (x2675) - Graduate & 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

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

Transfer Credits

As summer approaches more students may be looking to take courses over the summer to transfer back to UNE. Students must fill out the Transfer of Course Work form prior to enrolling in external courses.

More information can be found here:

<http://www.une.edu/registrar/records/transfer-credits>

Or contact Joe Niman for questions (jniman or x2138)

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>





University Wide Calendar

We heard you UNE Community! You have been asking for one place to find all events happening on campus, and we finally have it!

As part of our original Ad Astra investment, our goal was to first use the software for room and class scheduling. We then focused on having all of the technology available listed so that is made it easier to select spaces on campus to hold classes and meetings. We also worked with Conference Services, the Campus Center, and the Harold Alfond Forum to make scheduling those areas easier. Lastly, we wanted to have on calendar where all events for UNE were listed, **and now we do!**

All interesting parties should visit www.une.edu/events to see all of the events happening on and off campus in the upcoming days, weeks, and months. This site may also be accessed through the [Events Calendar +](#) link on the top of the www.une.edu homepage.

All of the events pull directly from the Ad Astra Calendar, so if you have any questions about the calendar or any room reservations, please reach out to the Registrar's Office (unerrooms@une.edu)

We would like to thank the Office of Communications who helped make this project a reality.

Thank you, **The Ad Astra Leadership Team**

Reserve Non-Academic Spaces Year Round!

We are pleased to announce that waitlisting dates for Non-Academic Spaces are going to change! Ad Astra will now schedule non-academic spaces year round. These are all the spaces that classes are not optimized into (i.e., conference rooms, lobbies, function spaces, etc.). This will help departments book reoccurring meetings in advance, planning for large events, and any outdoor gatherings. The academic spaces (i.e. classrooms) will still be held by semester (utilizing the wait list) to allow for optimization. The dates for their wait list release are: on or about May 1st (for Summer), on or about July 1st (for Fall), and on or about December 1st (for Spring). We are hopeful that this will help with space allocation.

Over the next few weeks we will be approving the non-academic space requests currently on the wait list. As a reminder, requests are always processed in the order in which we receive them.

Reservation Notifications should be forwarded to UNERooms@une.edu for any editing or cancelling.

We will be offering individual and group Ad Astra training sessions at the end of the month. If you have any questions or concerns, please contact UNERooms@une.edu or Courtney Mejia at x4217.

For more information, please visit our website: <http://www.une.edu/registrar/room-reservations>



Office Contact Information

Biddeford Office

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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
Phone: (207) 221-4200
Fax: (207) 221-4898

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



Veteran's Benefits

Students who want to use VA Benefit's for Fall 2017 courses need to submit Certification Request Forms for **each** semester. 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.

Welcome Michael!

The Registrar's Office would like to welcome our newest staff member Michael Freyer! Michael began working in the Biddeford Registrar's Office in late June in the role of Data Specialist.

Michael Freyer comes the Registrar's Office with a background in Law enforcement and is currently pursuing an advanced degree in Information Systems Technology Management. He will be a valuable asset to the University as the primary enrollment reporter to the National Student Clearing House.

Please help us in giving Michael a warm welcome!