



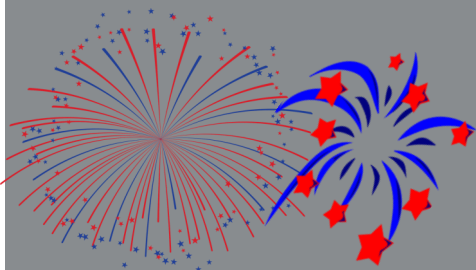
For the Record

Office of the Registrar Newsletter



Important Dates

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



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)

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

ENG 110 and SAS 011

In order to prevent Students from dropping ENG 110 or SAS 011 when they are required to enroll in both we have added a concurrency piece to the UES placement test code in ENG 110 which means these students will not be able to register for one without the other or be able to drop one without dropping the other.

If you have any questions or concerns, please contact Colleen Binette (mbinette1@une.edu) or at x2153.

Reserve Non-Academic Spaces Year Round

As a reminder, Ad Astra now schedules 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 helps departments book reoccurring meetings in advance, planning for large events, and any outdoor gatherings. The academic spaces (i.e. classrooms) will continue to 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).

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.

If you experience any issues or have concerns regarding your reservation please contact UNERooms@une.edu

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



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



Veteran's Benefits

Students who want to use VA Benefit's for Fall 2018 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>

REMINDER: Chapter 33 Post 9/11 Students **must** provide current proof of eligibility in order to have their student account credited for the amount the VA will pay.

Chapter 31 - Vocational Rehabilitation students must have their Vocational Rehabilitation Counselor send an up to date 1905 form for certification.

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.

Transfer Credits

During the summer students may be looking to take courses over the break 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 you can contact Joe Niman for questions (jniman@une.edu or x2138)