



For the Record

Office of the Registrar Newsletter



Important Dates

- **June 1** - Nurse Anesthesia, OT, & PA Year 1 Summer Session Begins
- **June 21-22** - Undergraduate Orientation Session I
- **June 28-29** - Undergraduate Orientation Session II
- **June 30** - Undergraduate Summer Session I Term Ends

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.

2017/2018 Academic Catalog

The 2017/2018 Academic Catalog is now live and viewable at the following website:

<http://www.une.edu/registrar/2017-2018-academic-catalog>

Please contact Aubrey Heller with any questions (aheller@une.edu)



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)

Kayla [kboyd] - *Assistant Registrar of Technology* (x2334) Banner, Cognos, NSC Support

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

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:

- All Graduate On-Line Programs: May 3rd and June 28th
- Dental Medicine: May 30th
- Graduate Marine/Biology: May 22nd
- Nurse Anesthesia: May 1st and June 1st
- Occupational Therapy: June 1st and June 5th
- Osteopathic Medicine: July 1st, July 15th, and July 31st
- College of Pharmacy: May 22nd
- Physical Therapy: May 15th, May 22nd, and July 10th
- Physician Assistant: May 22 and June 1st
- Social Work (on ground): May 22nd

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 you can contact Joe Niman for questions (jniman@une.edu or x2138)



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 Summer 2017 and 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>

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.

Ad Astra Training

Did you miss Ad Astra Training Sessions?

You can still set up one on one trainings with Courtney.

Courtney can guide you through the software as well as provide some tips and tricks that can make Ad Astra easier to navigate. She can explain some of the newest updates and answer all of your questions.

To set up some training time, call Courtney at 207-221-4217 or e-mail UNERooms@une.edu

As always, How-To Documents can be found on the website: <http://www.une.edu/registrar/room-reservations>