



For the Record

Office of the Registrar Newsletter



Important Dates

- **June 4** - OT Summer Rotations Begin
- **June 20-21** - Undergraduate Orientation Session I
- **June 27-28** - Undergraduate Orientation Session II
- **June 24** - Online Graduate Summer Session A Ends
- **June 29** - 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.

2018/2019 Academic Catalog

The 2018/2019 Academic Catalog is now live and viewable at the following website:

<http://www.une.edu/registrar/2018-2019-academic-catalog>

Please contact Shawn Plante with any questions (splante@une.edu)



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



Official Transcript Requests Available via

U-Online Self Service Portal!

Official Transcript Requests can be requested through U-Online through the following steps:

- Log on to U-Online—> Select Student Services Menu —> Select Student Records —> Select Request Printed/ Official Transcript —> Follow the Prompts
- Click Submit Request (the request will then be put into the queue to be printed in the Registrar's Office)

We will still accept transcript requests by mail, fax, or in person at both campuses.

The fastest way for a student to receive transcripts or have transcripts mailed out is through the U-Online Self Service Portal.



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 Summer 2018 and 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)