



For the Record

Office of the Registrar Newsletter



Important Dates

- **December 2** - All Active Course Listings sent to Department Chairs for Review
- **December 12-16** - Undergraduate Final Exams Week (see final exam calendar)
- **December 19 (at Noon)**- Final Grades Due for Undergraduates, GMAR/GBIO/GTCP, and Pharmacy Didactic
- **December 26-30** - Winter Break - UNE CLOSED
- **December 31** - Official Fall Graduation Date

Spring 2017 Registration

Spring 2017 registration is open for Undergraduate Students and some Graduate Programs. Please visit the [Registrar's Office Registration Page](http://www.une.edu/registrar/registration) (<http://www.une.edu/registrar/registration>) for start dates.

Wait listing will be available for most undergraduate courses during Spring 2017 registration from November 11th through December 14th. 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>

Veteran Benefits

Students looking to use Veteran Benefits for the Spring 2017 semester should submit their certification request form as soon as possible (Students using Vocational Rehabilitation must have their counselors submit a 1905)

Please visit our website for more information:

<http://www.une.edu/registrar/veteran-benefits>

Any questions should be directed to splante@une.edu



Registrar's Office Contact List

Allison [acary1] - *Manager, Online Registration* (x2320) - Online Courses and Programs, Online SWK Reg, TDPT Reg, 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

Kathy [kdavis17] - *University Registrar* (x2373)

Kayla [kboyd] - *Manager, On Campus Registration Services* (x2471) - Undergrad Reg, Greater Portland Alliance

Rachelle [rgriffin] - *Enrollment Specialist* (x2675) - Graduate & Doctorate Reg, COM Liaison, Non-Matriculated Students

Ronni [rporter4] - *Staff Assistant* (x2777) - Grades, Course Withdrawals, Change of Grades, Removal of Incompletes, NSC Reporting, Reports

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

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 2017 —> **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.

Final Grades

Final grades for Undergraduate students, GMAR/GBIO/GTCP, and Pharmacy Didactic students are due by Noon on 12/19/16. 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 by December 7th and will include grading deadline details and as well as helpful instructions.

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



Official Transcript Requests Now 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.

Enrollment Verifications Reminder!

Students can obtain up-to-date information on their enrollment and student loans online in one place.

How to Access FREE Student Self-Service:

- ♦ Log onto U-Online —> Click on "Student Services" —> Click on "Student Records —> Click on "Enrollment Verification" —> Select "Submit" to connect to the National Student Clearinghouse

For more information, view our website:

<http://www.une.edu/registrar/records/degree-enrollment-verification>

Don't Forget.....

To visit our webpage for student and faculty forms required for processing various requests.

www.une.edu/registrar (select the Forms tab)