



For the Record

Office of the Registrar Newsletter



Important Dates

- **August 21** - PA Year 2 Rotations Begins
- **August 24-25** - Undergraduate Orientation - Biddeford
- **August 25** - Undergraduate Orientation for Transfer Students - Biddeford
- **August 28** - Orientation - 3rd Year Nursing and 2nd Year Dental Hygiene - Portland
- **August 28** - DMD Year 3 Term Begins
- **August 30** - Undergraduate Program, Grad Marine Science, Grad Bio, DMD Year 1&2, MSNA, OT Year 1, PharmD, DPT Year 1 & 3, PA Year 1, MSW On Ground Fall Term Begins
- **August 30** - Online Graduate Session A and AB Begins

Enrollment Confirmations

Students must confirm enrollment in U-Online for Fall 2017 prior to the term start date. All students must confirm enrollment prior to their first day of courses. Failure to confirm can delay distribution of Financial Aid, inhibit a student's ability to be housed on campus, and effect athletic eligibility. All start dates can be found on the Academic Calendars.

<http://www.une.edu/registrar/calendars>

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>





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



Ad Astra Clean Up

Have you noticed you have old departments still attached to your name? Have you changed departments and would like that reflected in Ad Astra as you enter new requests? All you need to do is send an e-mail to UNE Rooms at unerooms@une.edu and we can clean that up for you. If you have any changes or know of changes in your department that should be made in Ad Astra please feel free to reach out.

Ad Astra Update

We recently had an upgrade to the system, when these upgrades happen, it is often necessary to clear your cache and cookies to assist the program to work correctly. We can send you instructions on how to do so if you need. We are also available for one on one or small group trainings or refresher trainings on everything Astra. With these small groups, we can focus on your specific needs and make sure you know best how to get the most from the system.

Any questions or concerns should be directed to unerooms@une.edu



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
UNEGrades@une.edu
UNERooms@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.

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)

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