For the Record

Office of the Registrar Newsletter

Important Dates

- **February 3** - All editors must have electronic catalog edits completed

- **February 3 -** Final Exam Room Scheduling Solicitations Due

- **February 13** - SRC meets with Department Chairs: Review Program Analysis & Change Candidates

- **February 17** - Spring 2017 Final Exam Schedule Posted

- **February 24** - Summer 2017, Fall 2017, & Spring 2018 Course Offerings Due

- February **27-March 24** - Registrar's Office Completes Edits and Optimizes Rooms

Visit Our Webpage!

Our webpage not only lists all academic calendars, catalogs, scheduling information, room requests, graduation information and registration information, but is also home to all student and faculty forms required for processing different requests.

www.une.edu/registrar

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 of the Registrar Newsletter

Registrar's Office Contact List

Allison [acary1] - *Manager, Online Registration and Manager, On-Campus Registration* (x2320) - Undergraduate Courses and Programs, 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] - *Assistant Registrar of Technology* (x2334)

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

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

Congratulations to Allison Cary!

Please join us in congratulating Allison Cary who will be fulfilling the role of Manage of On-Campus Registration!

You will find that Allison will be a pleasure to work with due to her knowledge of the registration process, enthusiastic personality and upbeat attitude.

While Allison transitions to her new role please direct any questions concerning On-Line Registration to Allison Cary (x2320) and Colleen Binette (x2153).

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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

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.

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