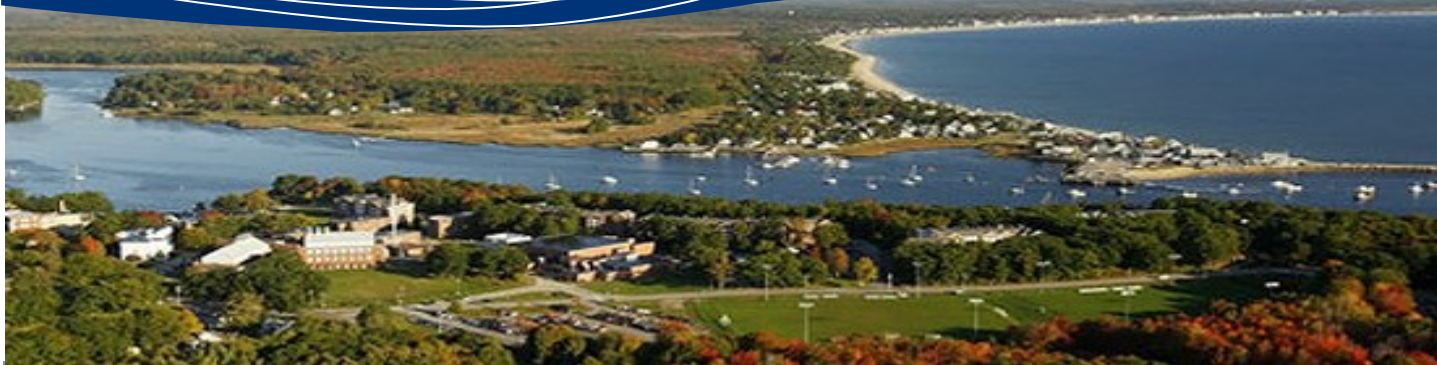




For the Record

Office of the Registrar Newsletter



Important Dates

- **May 31-June 1** - Orientation for Nurse Anesthesia, Occupational Therapy and Physician Assistant (Portland Campus)
- **June 22-23** - Undergraduate Orientation Session I (Biddeford Campus)
- **June 28** - Last day to register for On-Line Graduate Summer Term B
- **June 29** - On-Line Graduate Summer Term B Starts
- **June 29-30** - Undergraduate Orientation Session II (Biddeford Campus)
- **June 30** - Last day to apply for August graduation

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

Academic Calendars

All academic calendars are viewable on our website. These calendars show term start and end dates as well as the last day to withdraw without academic penalty.

Additionally there are calendars specific to orientation, registration, final exams, and graduation.

Find the calendars here: <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

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 Reservation/Ad Astra, Final Exam Scheduling, Transcripts and Verifications

Joe [jniman] - *Manager* (x2138) - Graduation and Advisor Services, Change/Add Major/Minor, Transfer Course Work, Change of Advisor

Kayla [kboyd] - *Manager, On Campus Registration Services* (x2471) - Undergrad Reg, Online SWK Reg, TDPT Reg, Orientation, 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

Enrollment Confirmations

Students must confirm enrollment in U-Online for Summer 2016 prior to the start date of their term. Failure to confirm can delay distribution of Financial Aid.

Veteran's Benefits

The point of contact for questions related to Veteran's Benefits is now Shawn Plante (splante@une.edu).

Veteran's Benefits Students looking to use VA Benefit's for Summer 2016 and Fall 2016 courses need to submit Certification Requests for each semester. More information can be found on the website below. REMINDER: Chapter 33 Post 9/11 Student must provide current proof of eligibility in order to have their student account credited for the amount the VA will pay.

Please find more information on our website:

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

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)



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



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 Ronni (x2777) in the Registrar's Office if you have any questions or need clarification.

Farewell and Best Wishes!

The Office of the Registrar is sad to announce that Jessica Chaples will be leaving the University if New England to teach adults with cognitive disabilities at Creative Works.

Her fun loving and upbeat personality as well as her front office expertise will be sorely missed. We wish Jess all the best of luck in her new endeavors, they are lucky to have her!

Jessica's last day will be June 3rd.