



For the Record

Office of the Registrar Newsletter



Important Dates

- **January 3** - DMD, MSNA, COM (Year 1, 2, & 4), PT (Year 1), PA (Year 1), SSW Practicum Term Begins
- **January 4** - Online Graduate Session A and AB Term Begins
- **January 6** - All Active Course Listings due to the Registrar's Office
- **January 9** - Summer 2017, Fall 2017, and Spring 2018 Course Offering Solicitations sent out to Department Chairs
- **January 9** - PT Year 2 Term Begins
- **January 11** - tDPT Term Begins

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Welcome Back!

We hope you all had a happy and relaxing winter break and are ready to take on the New Year!



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.



Important Dates Continued

- **January 16** - University is Closed for Martin Luther King Day
- **January 17** - PT Year 3 Term Begins
- **January 18** - Undergraduate, Graduate Marine Sci/Bio/TCP, OT, PharmD, SSW Spring 2017 Semester Begins
- **January 25** - Martin Luther King Celebration - No Classes 12:00pm - 2:00pm
- **January 25** - Undergraduate Add/Drop Ends
- **January 27** - Solicitation to Department Chairs for Rooms Needed for Spring Final Exams
- **January 30** - Removal of Fall 2016 Incomplete Grades (Undergraduates)
- **January 30** - COM (Year 3) Term Begins
- **January 30** - Application Deadline for May 2017 Graduation

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>) for start dates.

Undergraduate Registration Page:

<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

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] - *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] - *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

Congratulations December Graduates!



Congratulations to the 297 students who graduated on December 31, 2016!

Best of luck in your future endeavors!

Congratulations to Kayla Boyd!

Please join us in congratulating Kayla Boyd in her promotion to Assistant Registrar of Technology for the Registrar's Office!

Kayla's upbeat personality coupled with her University experience and knowledge will aid in an easy transition her to new position within the Registrar's Office.

During Kayla's transition and as we search for a new Manager of On Campus Registration, please direct any questions concerning Undergraduate and On Campus Registration to Allison Cary (x2320) and Colleen Binette (x2153).





Office Contact Information

Biddeford Office

11 Hills Beach Road
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Phone: (207) 602-2473
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Portland Office

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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>

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)