

Enrollment for Fall 2008



The time for change is fast approaching! MaineStreet AKA PeopleSoft's Student Records module is set to be in place at the beginning of March. What does this really mean?

To begin with, students will be enrolling for the Fall 2008 term using MaineStreet. Each student will have a Student Center icon that provides one place from which to access their data—including enrollment. Enrollment processing by academic departments will be done using a similar link set up for them. This access allows department staff to assist students with enrollment as they always have.

Students will be able to create a Wish List of classes prior to their enrollment period. Creating this Wish List also validates pre-requisites for the courses they have selected. Once their enrollment period arrives, they can enroll using their Wish List. Searching for classes will be easy using the access provided through the Student Center, as well.

A student's access to enrollment is controlled by a PIN that they must obtain from their advisor, department or college—this is the same concept as the RAN previously used for registration. The Maine Business School and Graduate School have decided not to use PINs.

OSR will be getting word out about registration using MaineStreet to the students via email just prior to spring break. We hope that when they return they will be eager to try out the new system and utilize the Wish List feature to get a feel for the process.

Students who encounter problems while trying to enroll should be directed to their college for assistance. OSR will have staff available at each college office and will assist the college support staff during the enrollment process.

We are looking forward to these exciting changes!

MaineStreet Training



Training for the various functions that the University community will perform using MaineStreet as it pertains to Student Records began in January. Many members of the campus community have already attended sessions including support staff, faculty and administrators. Additional training sessions with various topics will be offered through February and March. Notification of these sessions is being done directly via email. The registration process is quick and easy and there are a number of time slots available to choose from.

Should you have questions about upcoming training, contact Doug Meswarb in the Office of Student Records via FirstClass.

We Ask for Your Patience



As we move forward into the new world of maintaining records in PeopleSoft we all can expect some challenges. OSR has always tried to provide quick and accurate reports upon request to a variety of departments on campus. The implementation of a new system will result in some growing pains as we learn our new ways of doing tasks. In the future, when requesting reports or other types of information from Student Records, we ask for your patience while we learn to navigate the new tools we've been given. Please plan your future requests accordingly.

Summer Session 2008

Registration for summer classes will begin on February 25. Students may register using WebDSIS. Course offerings can be found using the Online Schedule of Classes available (2/25) at the OSR Web site:

<http://www.studentrecords.umaine.edu/>

FERPA Tip:



Crisis Situations/Emergencies

If non-directory information is needed to resolve a crisis or emergency situation, an educational institution may release this information if it is necessary to protect the health and safety of the student or other individuals. When making such a decision please consider the severity of the threat and the time required to deal with the emergency. If you are in doubt, contact your supervisor or Public Safety.

DATES AND DEADLINES TO REMEMBER

February

- February 14**
February 18
February 22
- **End of 1st 3rd of semester for withdrawals at 4:30 p.m.**
 - Updated advisor and concentration lists due in OSR.
 - Graduation list finalized for December 2007 graduates.
- February 25**
- Spring 2008 Final Exam schedule posted to FirstClass and Web.
 - Summer Session 2008 registration and course information available on OSR website and Web DSIS.
- February 29**
- Spring recess begins at 5:00 p.m.

March

- March 6**
March 10
- Distribute 0910 student registration PINs to colleges.
 - May 2008 degree candidate lists sent to colleges with transcripts and summary printout.
- March 14**
March 17
- Application for Degree for May 2008 due in OSR.
 - Classes resume.
 - List of students with registration holds sent to deans.
- March 19**
- Spring 2008 registrations canceled for student's dropped for non-payment.
 - Mail Commencement information to students attending May graduation ceremony.
- March 26**
March 31
- **Registration for Fall 2008 begins.**
 - Probation lists sent to colleges.

April

- April 1**
April 11
April 21
- **End of 2nd 3rd of semester for withdrawals at 4:30 p.m.**
 - Revert incomplete grades for Fall 2007 to "F" grades.
 - List of eligible unregistered students sent to deans.
- April 25**
- Updated probations lists due in OSR.
 - Distribute Final Grade Rosters.



The Office of Student Records
will be closed on Thursdays starting
February 14th through March 20th.
This will allow us to learn and develop new
procedures in MaineStreet.
Beginning on March 26th, students and staff
will be using MaineStreet to register
for the Fall 2008 semester.