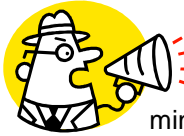


Spread the Word

The University of Maine's official form of communication to students is FirstClass email. This means the administrative offices such as Student Records, Bursar and Student Financial Aid use FirstClass for sending important information to students on a regular basis.

When students come to any of the University of Maine System schools, they are provided a UMS user ID which also serves as their default, or "preferred" email address (a.k.a. @Maine.edu). To insure that all email is delivered successfully to FirstClass accounts, we are asking ALL students to forward their @Maine.edu email to their FirstClass email account.

To accomplish this:

- go to **www.mail.maine.edu**
- go to the link "Change the destination of email sent to your @Maine.edu address."
- Enter your User ID and password which are the same as the MaineStreet ID and password.
- At the Mail Forwarding page, select the button corresponding to "Forward to the following address."
- Enter the FirstClass email address (ex. John.Student@umit.maine.edu.)
- Click the "Change Forwarding" button

The Campus Help Desk can provide assistance if needed and can be reached at 581-2506.

Class Lists for Distance Ed Courses

Faculty teaching Distance Education classes can obtain a **combined class roster** using MaineStreet. OSR will be contacting these instructors and providing details on how to create one roster with all students from all sites. The roster is downloadable and includes student contact information including phone number and email address. Questions can be directed to Doug Meswarb at 1-1309 or FirstClass email.

MaineStreet Time Out

Many of you have probably experienced the situation that if you log in to MaineStreet and don't use the window after a period of 20 minutes, the window is "timed out," requiring you to login in again. A recent change has been put into place so that the time out will occur after 60 minutes of idle time for staff. Students will still time out after 20 minutes of inactivity.

**We're Not Perfect—Can You Help?**

Now that Student Records data is in MaineStreet more users have data at their fingertips. We've done a lot of work to see that the data is accurate, but we also need your help.

If you ever encounter something that appears to be out of the ordinary, whether it is data related or system function issues, don't hesitate to contact the Student Records Office to inquire. Although we have scoured the data from top to bottom, given the quantity of it, it's impossible for us to spot every oddity. Additionally, there are many functions in MaineStreet that we in OSR do not use on a daily basis, so we must rely on you to bring issues to our attention.

OSR Welcomes New Employee

The Office of Student Records recently hired Dan Lamson as Assistant Director to fill the shoes of Jan Williams who retired in December. Dan is a UMaine graduate who previously held a position in the Graduate School. Dan will be shouldering the responsibilities of the maintenance of the undergraduate catalog, class schedule information, supervising the operations of the Veteran's Affairs office— just to mention a few. We welcome him to help us face all of our recent and upcoming challenges!

FERPA Tip:**Can a student's GPA be included in a letter of recommendation?**

When writing letters of recommendation, it is okay to make statements from personal observation without the student's consent. However, if the letter includes any mention of grades, grade point average, etc., the writer is required to obtain a signed release from the student.

Dates and Deadlines to Remember

**** Dates are subject to change ****

August

- August 22** - Summer Session ends.
- August graduation.
- August 26** - August graduation records ready for college review.

September

- September** - 2008-2009 Undergraduate Catalog available on-line.
September 1 - Labor Day holiday.
September 2 - Classes begin.
September 8 - List of potentially sunsetted courses sent to colleges.
- Last day to add courses.
- September 15** - Spring 2009 Schedule of Classes due in OSR.
- Last day to drop courses for refund.
- September 17** - Final Exam requests for Fall 2008 sent to departments.
September 22 - Distribute advisor and concentration listings to colleges for updates.
September 23 - Fall 2008 registrations canceled for students non-compliant with immunization law.
- September 24** - Final exam requests due back from departments.
September 29 - Proofs for Spring 2009 Schedule of Classes sent to departments.
- Notification of missing grades "MG" sent to students and lists distributed to colleges.
- Official graduation list for August 2008 due from colleges.

October

- October 1** - Edited proofs for Spring 2009 Schedule of Classes due on OSR.
October 2 - End of 1st-third of semester for withdrawals at 4:30 p.m.
October 3 - Updated advisor and concentration listings due in OSR.
October 10 - Fall Break begins - 5:00 p.m.
October 15 - Classes resume.
- Spring 2009 Schedule of Classes available in MaineStreet.
- October 17** - Distribute list of registration holds for colleges.
October 20 - Fall 2008 Final Exam schedule posted on FirstClass and Web.
- List of Spring 2008 and Summer 2008 incomplete grades to be reverted to "F" sent to colleges and notification to students.
- August 2008 graduation list finalized.