



# Office of Student Records

## For The Record

VOLUME 16, ISSUE 4

NOVEMBER 2008-JANUARY 2009

### Grading In MaineStreet

We are now beyond the mid-point of the first semester within MaineStreet. Not only that, but students are enrolling for the next semester AND we're working on building classes for the summer 2009 term! But before we get ahead of ourselves, let's finish off the fall term.

The end of the fall semester is fast approaching and grading in MaineStreet will soon be upon us. Training sessions have already started for faculty on how to use the grading functions. Additional training sessions will be conducted once a week through November and twice a week for the first two weeks of December.



November 14	11:15 - 12:45	318 Boardman
November 18	12:30 - 2:00	215 Little
November 24	3:30 - 5:00	228 Merrill
December 3	1:00 - 2:30	228 Merrill
December 4	9:30 - 11:00	228 Merrill
December 8	9:30 - 10:50	111 DPC
December 9	2:00 - 3:30	228 Merrill

Faculty may register for these sessions at:  
[www.studentrecords.umaine.edu/mainstreet/](http://www.studentrecords.umaine.edu/mainstreet/)

Beginning December 11, the Office of Student Records will have a walk-in Grading Help center available in room 201 Wingate Hall for those who need assistance submitting their Grade Rosters. Instructions for Grading in MaineStreet will be available soon on the Office of Student Records' Website.

#### Fall 2008 Grading Information

Grading for classes that fall within the regular term dates begins on **December 11**.

The deadline for submitting grades that fall within the regular term is **December 30** and instructors must submit them using MaineStreet.

Classes that end outside of the regular term will be able to submit grades beyond the deadline above.

### Final Exam Schedule



The Fall 2008 Final Exam Schedule has been completed and is available on a few different venues

Students can view their schedule of final exams for the classes in which they are enrolled in their Student Center in MaineStreet. Their exam schedule can be found by selecting "Exam Schedule" under the "other academic..." drop-down box.

As always, the exam information is available at the Office of Student Records' Web site at: [www.studentrecords.umaine.edu](http://www.studentrecords.umaine.edu) at the "Fall 2008 Final Exam Schedule" link. A searchable schedule is provided as well as a PDF. Additionally, some detailed information pertaining to policies associated with Final Exams is also located at this link.

Lastly, the exam schedule is posted on FirstClass in the Student Records folder. *Please note:* The Final Exam Schedule is subject to change.

### We're Learning Everyday

Not a day goes by where we don't learn something new about life in MaineStreet. The staff in Student Records often share newfound discoveries with one another as we become more experienced in the environment. We want to share these discoveries with you so you can learn, too!



Most recently, it was discovered that users in the academic areas can view a list of classes being taught in a particular semester by an instructor. The navigation to this page is Curriculum Management>Instructor Advisor Information> Instructor Schedule. Here you will enter the term and either the instructor's name or Emplid. Some of the information displayed includes the meeting times and locations of the classes as well as class number, title, section, start and end dates. As we learn more....we'll share more!

### FERPA Tip:



### New Members of the UMaine Community & FERPA

All new employees at UMaine who require access to MaineStreet and student information need to complete the FERPA Test prior to access being granted. Information about FERPA and access to the test is available at the Office of Student Records Website: [www.studentrecords.umaine.edu](http://www.studentrecords.umaine.edu).

## DATES AND DEADLINES TO REMEMBER

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

### November

- November 6**  
**November 14**
- End of 2nd-third of semester for withdrawals at 4:30 p.m.
  - Incomplete grades for Spring 2008 & Summer 2008 revert to F grades.
  - Deadline for Application for Degree for December 2008 graduation.
- November 18**  
**November 20**  
**November 25**  
**November 26**
- Distribute lists for instructor updates for Spring 2009 to departments.
  - Distribute Fall 2009 Schedule of Classes information for editing.
  - Unregistered eligible students listing sent to colleges.
  - Thanksgiving recess begins.

### December

- December 1**  
**December 11**  
**December 12**  
**December 15**  
**December 19**
- Classes resume.
  - Grading for classes that fall within the regular term dates begins.
  - Classes end.
  - Final Exams begin.
  - Final Exams end.
  - December graduation.
- December 30**
- Deadline for submitting grades for classes that fall within the regular term dates.

### January 2009

- January 12**  
**January 13**  
**January 16**  
**January 19**  
**January 26**  
**January 27**  
**January 29**
- Classes begin for the Spring 2009 semester.
  - Fall 2009 Schedule of Classes edits due from departments.
  - Last day to add courses.
  - MartinLuther King, Jr. Day—no classes.
  - Last day to drop a course with a refund.
  - Fall 2008 Dean's List & Presidential Pin Award List generated.
  - Information for Final Exams sent to departments.