

### MaineStreet Tips & Tricks

We've been using MaineStreet for more than a year for student records functions, but there's still much to learn. The Office of Student Records would like to help MaineStreet users take full advantage of the tricks we've learned so we've created a link to **MaineStreet Tips and Tricks** on the OSR Web site. Here you will find some PowerPoint demonstrations where you can view slideshows on a variety of topics.



You will learn how to Customize the Enrollment Request Search. What's the Enrollment Request Search? This is a page on which you can search for and review the enrollment activity for a student or even a class. This comes in handy when you'd like to see who may have enrolled a student and when. You can even customize the display of information on this page to your liking.

Other Tips and Tricks you will find are:

- Edit Program Data—shows how to use the Student Services Center to view information regarding their program/plan, specifically how to determine if they have applied for graduation
- Setting your user defaults
- Downloading FireFox and Internet Explorer—the recommended browsers for MaineStreet
- Creating access to some of your favorite internet links
- Sorting columns displayed on MaineStreet pages
- Viewing class rosters for Wait List information

Please share with us any suggestions you might have for additional Tips and Tricks. If you are wondering if there is a way to find or do something in MaineStreet, be sure to ask us. Often times the questions just are not asked and we may not be aware of what our users would find most helpful. The Tips and Tricks are developed by Doug Meswarb and he can be contacted by email at [dmeswarb@maine.edu](mailto:dmeswarb@maine.edu).

### Reporting in MaineStreet

The Office of Student Records has been learning how to retrieve data from MaineStreet using a query reporting tool. One of the great features of MaineStreet is that it allows us to share the queries.

A number of queries have been developed that provide information that is in highest demand and these are available to all staff and faculty. For example, a query exists to generate a report of all current students in a given major/minor and displays a variety of academic information as well as addresses.

We have created a list of these public queries outlining each query and it's purpose as well as information on how to run a query using MaineStreet. All you will need is the appropriate security and minimal training (the documentation would likely be sufficient).



This information may be found on the OSR Web site using the OSR Quick Links drop-down box under "Resources for Faculty/Staff."

We are open to suggestions for reports that may be useful to the academic community. Please forward your ideas to Linda Reid at [linda@maine.edu](mailto:linda@maine.edu).

**Please be aware:** The data from these queries is available for academic department use only. No data is to be released to any third party. All third party data requests must be directed to Student Records.

### Grading Information—Spring & Summer 2009

*Grade rosters for spring 2009 classes have been created in MaineStreet and are available for entering grades. Grading information, including detailed instructions for submitting grades using MaineStreet, may be found at <http://www.studentrecords.umaine.edu/grading.html>*

*Grade rosters for summer 2009 classes will be available in MaineStreet based on the end date of the each class. Summer grading will remain open through the end of August.*

### FERPA Tip:



During this time of year when we celebrate academic recognition, it is important to remember that we cannot distribute or announce a student's grade point average without written consent.

### Give us your feedback!

Constructive and specific comments pertaining to the MaineStreet Student Administration functions (Student Records, Financial Aid and Bursar) can be sent to **MaineStreet.Comments@umit.maine.edu**. Students, faculty and staff are encouraged to contribute.

## DATES AND DEADLINES TO REMEMBER

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

### May

- May 1** - Classes end.
- May 4** - Final Exams begin.
- May 8** - Final Exams end.
- May 9** - Materials for the 2009-2010 Undergraduate Catalog distributed.
- May 11** - Commencement 10 a.m. & 2:30 p.m., Harold Alfond Sports Arena.
- May 15** - Summer University begins.
- May 18** - Final Grades for Spring 2009 due.
- May 22** - Distribute lists of overdue grades to colleges.
- May 28** - Distribute recommended academic action lists to colleges.
- May 22** - May 2009 Graduation records ready for department review.
- May 28** - Academic suspension and dismissals are due in OSR.

### June

- June 15** - Official May 2009 graduates list due in OSR.
- June 12** - Spring 2009 Dean's List, Presidential Pin Award, class standings distributed to colleges.
- June 19** - Academic action due in OSR.
- June 23** - Drop dismissed/suspended students enrolled Fall 2009.
- June 24** - List of students dismissed/suspended and enrolled for Summer University sent to colleges.
- June 26** - Spring 2010 Schedule of Classes materials distributed to departments.
- June 26** - August 2009 graduation records ready for department review.

### July

- July 7** - May 2009 graduation list finalized.
- July 10** - Materials for the 2009-2010 Undergraduate Catalog due in OSR.
- July 15** - Deadline for Application for Degree for August graduation.
- July 24** - Lists for instructor updates for Fall 2009 distributed to departments.

#### **Summer 2009 New Student Orientation**

Business, Public Policy & Health	June 13-14, 19-20
Education & Human Development	June 13-14, 21-22
Engineering	June 12-13, 20-21
Explorations	June 14-15, 21-22
Foundations Program	June 12-13, 20-21
Liberal Arts & Sciences	June 13-14, 21-22
Natural Sciences, Forestry & Agriculture	June 14-15, 19-20