

Communicating with Students



Since moving to MaineStreet, we've been asking students to forward their University of Maine System (UMS) email (@maine.edu) accounts to their FirstClass accounts, or another email account they may use. This is an ongoing campaign and we would like our readers to help spread the word. The importance of students receiving email messages being sent to their UMS accounts can not be stressed enough. All communications developed and sent using processes within MaineStreet are automatically sent to the UMS account.

At the end of the spring semester, the Office of Student Records took advantage of a new function of MaineStreet called the Message Center. The Message Center was developed to allow administrative offices to easily send electronic notifications to students containing personal and sensitive information.

The Message Center gives students the ability to log into their MaineStreet account and view communications sent from the Offices of Admissions, Student Records, Student Financial Aid and Bursar. Student Records used the Message Center to communicate spring 2009 academic actions to students. This communication was also sent via U.S. Mail, however, this practice will not continue in the future. This example clearly demonstrates the importance of students learning of the Message Center and why we all need to continue to inform students to forward their UMS email account.

Details regarding how to forward the UMS email account is available at: <http://www.umaine.edu/mainestreet/communication.htm>.

Eventually, some members of the University community will have access to view the communications sent to students via the Message Center, if their existing MaineStreet security permits. Such access allows the user to view details of the message including when it was sent, read and "hidden."

MaineStreet News

The University of Maine System creates a publication, *The MaineStreet News*, on a regular basis providing information regarding MaineStreet developments. The information given in this newsletter is always very timely and topical and is a valuable communication tool. We encourage all users of MaineStreet to read this publication regularly. You'll find recent issues available at www.maine.edu/system/mainestreet/. Back issues are found at <http://www.maine.edu/system/mainestreet/allgeneral.php> under "News and Newsletter Archives."



Notification of the availability of each issue is sent via email to all UMS employees at their @maine.edu email account. If you're not receiving the notification, be sure to forward your UMS email account to your FirstClass or other preferred email account. Details on how to do this are available at the [Office of Student Records'](#) Web site.

The most recent issue was made available on-line in July and contains several topics of interest. Of particular note are the "Campus Solutions: Top 13 Priorities for Summer 2009." Over the past several months, information has been gathered from each campus regarding reports of issues pertaining to functions of MaineStreet. From the hundreds of issues reported system-wide, there were 13 identified as resolvable before the end of the summer. Some of those changes have, indeed, been completed.

Other topics in the July issue included information on the move of UMS student and retiree email accounts to Google Apps, details about online tuition and fee payments and specifics about the Student Message Center. See July 2009 issue of the *The MaineStreet News* for full details!

Click it!



Spring 2010 Enrollment information is available here:
[Enrollment Checklist](#)

FERPA Tip:



A signed Student Consent to Release form supersedes a Suppression of Directory Information hold for the person(s) listed on the consent form. Remember, this allows us to share information, it does not force us to provide information. If you sense that it may be in the best interest of the student not to give information, you may choose not to provide the information.

DATES AND DEADLINES TO REMEMBER

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

August

- August 21** - Summer Session ends.
- August graduation.
- August 25** - August graduation records ready for college review.
- August 28** - 2009-2010 Undergraduate Catalog available on-line.
- List of potentially sunsetted courses sent to colleges.
- August 31** - Fall 2009 classes begin.

September

- September 3** - List of Spring 2009 Incomplete grades to be reverted to "F" sent to colleges and notification to students.
- September 4** - Last day to add courses.
- September 7** - Labor Day holiday.
- September 14** - Spring 2010 Schedule of Classes due in OSR.
- Last day to drop courses for refund.
- September 21** - Distribute advisor and concentration listings to colleges for updates.
- September 25** - Final exam information available in MaineStreet and on OSR Web site.
- September 28** - Proofs for Spring 2010 Schedule of Classes sent to departments.
- Official graduation list for August 2009 due from colleges.

October

- October 1** - Edited proofs for Spring 2010 Schedule of Classes due on OSR.
- End of 1st-third of semester for withdrawals.
- October 2** - Updated advisor and concentration listings due in OSR.
- Spring 2009 Incomplete grades reverted to "F" grades.
- October 5** - Spring 2010 student registration PINs distributed to colleges.
- October 9** - Fall Break begins - 5:00 p.m.
- List of Sunsetted courses due in OSR.
- October 14** - Classes resume.
- Distribute list of registration holds for colleges.
- October 19** - Spring 2010 Schedule of Classes available in MaineStreet.
- Spring 2010 Wish List validation begins.
- August 2009 graduation list finalized.
- October 26** - Spring 2010 registration begins.
- October 27** - List of December 2009 graduation applicants distributed to colleges.