

## Updates in MaineStreet

Since the last issue, several improvements have been added to some MaineStreet functions. Here are some of the highlights:

### Academic Deadlines

The wording displayed within the Academic Deadlines in the Student Center has been improved to give students a better understanding of the academic impacts of dropping or withdrawing from a class. The Academic Deadlines are found by clicking on the Deadlines icon (shown at right) next to the classes displayed in a student's schedule.



### Message Center Banner

To increase the visibility of new messages for students in the Message Center, a bold, yellow banner now appears at the top of the Student Center when a student has an unread message. A statement indicating that they have a new message is displayed, as well as a link to provide them with quick and easy navigation to open the message.

### Drop Date on Class Roster

The date on which a class was dropped is now displayed on the Class Roster. This change was made as a suggestion by one of our department chairpersons!

### Classes That Fit an Existing Schedule



Those of us who have been around since the days of ISIS appreciate the newest enhancement available for enrolling students—a search that displays the classes that fit into a student's existing class schedule. When performing a class search from within an enrollment transaction, the classes that fit the schedule will be displayed by checking the box labeled "Show Classes That Do Not Conflict With Current Schedule." The classes that display can then be easily selected and added to the student's schedule.

## Requests for MaineStreet Access

The Office of Student Records has established a FirstClass conference to which requests for MaineStreet Campus Solutions (student information) access may be sent.



Requests for changes to existing user accounts, as well as access for new users should be sent to "MaineStreet Security" on FirstClass.

## Generating Batch Transcripts

Many college and academic department staff often spend time obtaining students' unofficial transcripts from MaineStreet on a one-by-one basis. The process that the Office of Student Records uses to generate batch transcripts is also available for staff within the academic areas. A few users have been given access to this process with great success. Not only can unofficial transcripts be generated, but Degree Progress Reports can be generated in batch using this process as well.

Send a request for access to the batch transcript generation process to the MaineStreet Security conference on FirstClass. Your request will be reviewed and, if deemed appropriate, you will be contacted regarding a brief training session.

## NEW for Fall 2010 Grading

Faculty submitting grades at the end of this semester may notice a new feature that allows the upload of a file to the Grade Roster for the purpose of posting grades. This process will be useful to those instructors who have been maintaining their grades in an electronic format such as a spreadsheet.



**Click it!**

Details on using this process have been incorporated into the [Final Grading Instructions](#) provided on the [OSR Website](#). Important information regarding grading deadlines is also available in this document.

## FERPA Tip:



### Can a student's GPA be included in a letter of recommendation?

When writing letters of recommendation, it is appropriate 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 [Student Authorization for Academic Reference form](#) from the student, which can be found on the [OSR Website](#).

## DATES AND DEADLINES TO REMEMBER

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

### November 2010

- |                    |   |
|--------------------|---|
| <b>November 12</b> | - Last day to withdraw from a class and receive Friday, November 12, 4:30 p.m. 'W' grade. (Withdrawn classes after this date will receive failing grade.) |
| <b>November 15</b> | - Deadline for December 2010 Application for Graduation.  |
| <b>November 19</b> | - Distribute Fall 2011 Schedule of Classes information to departments.  |
| <b>November 16</b> | - Instructor lists for Spring 2011 distributed to departments for updates.  |
| <b>November 23</b> | - Lists of unregistered eligible students sent to colleges.   |
| <b>November 24</b> | - Thanksgiving recess begins.   |
| <b>November 29</b> | - Classes resume.   |
| <b>November 30</b> | - Open enrollment for Spring 2011 begins (non-degree students may enroll).  |

### December 2010

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|--------------------|---|
| <b>December 10</b> | - Classes end.  |
| <b>December 13</b> | - Final Exams begin.  |
| <b>December 17</b> | - Final Exams end.  |
|                    | - December graduation.  |
| <b>December 27</b> | - Deadline for submitting grades for classes that fall within the regular term dates. |
| <b>December 28</b> | - List of past due grades distributed to colleges.                                    |
|                    | - Fall 2010 Academic Standing generated and distributed to colleges.                  |

### January 2011

- |                   |   |
|-------------------|---|
| <b>January 10</b> | - Classes begin for the Spring 2011 semester.               |
| <b>January 11</b> | - Fall 2011 Schedule of Classes edits due from departments. |
| <b>January 14</b> | - Last day to add courses.                                  |
| <b>January 17</b> | - MartinLuther King, Jr. Day—no classes.                    |
| <b>January 21</b> | - Fall 2010 academic awards generated.                      |
| <b>January 24</b> | - Last day to drop a course with a refund.                  |