

## Working with Class Rosters



Back in the days of old, at the start of the semester the Office of Student Records would generate large batches of printed class rosters that would then be distributed to each department. We have ventured far from those days of multiple cases of printed output and now current information is easily available in MaineStreet. Sometimes, however, the printed roster is preferred, or at least an electronic version of the roster is needed.

**Batch Class Rosters:** MaineStreet provides a function to generate a batch of class rosters for a given subject area. This will be most helpful for academic department staff who may be asked to obtain class rosters for classes offered for their entire department. If this is something you might be interested in trying, instructions on how to generate a batch of class rosters can be found on the [Student Records' Website](#) under the [Resources for Faculty and Staff](#) near the bottom of the home page.

**Downloading a Class Roster:** Instructors often prefer to have an electronic version of their class roster which aids in recording and submitting grades. MaineStreet allows for the easy download of a class roster to an Excel spreadsheet. Instructions for downloading a class roster can be found on the [Student Records' Website](#) under the [Resources for Faculty and Staff](#) near the bottom of the home page.

## Community Outreach

The Offices of Student Records, Student Financial Aid and Student Employment recognize the importance of giving back to our community. We have enacted a Jean's Day Friday policy. Each employee has the opportunity to wear jeans on Fridays in exchange for a dollar donation to our charity pot. A committee consisting of members from all three offices determines which charities benefit from our donations.

## Internet Browsers and MaineStreet

Since the upgrade to MaineStreet, some users have reported issues of odd behavior resulting in unusual errors while trying to do common tasks in MaineStreet. Others reported being unable to perform tasks that they could do before the upgrade.

The first step to take if you encounter problems in MaineStreet is to clear your browser cookies and temporary Internet files. Information regarding this process for various browsers is available from the [Student Records' Website](#) under [MaineStreet FAQs](#) link near the bottom of the page.

MaineStreet performs better when using recommended browsers which include Internet Explorer or Mozilla Firefox. **Apple Macintosh users who prefer Safari will experience functionality problems**, therefore it is recommended that Mac users use Mozilla Firefox. See the [MaineStreet FAQs](#) mentioned above for more on recommended browsers.



One rather significant change that was noted with the upgrade and Mozilla Firefox users is how to print a displayed page in MaineStreet. Tips on how to change Mozilla Firefox browser settings for optimal printing are provided in the [MaineStreet FAQs](#) as well.

Should you continue to experience problems after trying any of the suggested tips provided in the [MaineStreet FAQs](#), contact the [Office of Student Records](#).

Need information regarding State of Maine immunization requirements?

<http://www.studentrecords.umaine.edu/records/immunizations-information/>



Click it!

## FERPA Tip:



### How do I identify a student over the phone?

Use directory information to identify a student and non-directory information to confirm the student's identity. For example, ask a student to give you his/her first and last name, and if it's a common name, use the middle name to help narrow the list of students. The date of birth can also be used to further narrow the possibilities. If you are still uncertain, verify the student's identity by asking him/her information from their educational record that only he/she would know such as which semester they withdrew from the University.

## DATES AND DEADLINES TO REMEMBER

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

### August

- August 1** - New First-year admits may make class schedule changes in MaineStreet Self-Service.
- August 3** - Final Exam proofs sent to departments for review.
- August 19** - Summer University ends.  
- August graduation.
- August 23** - August graduation records ready for college review.
- August 29** - Fall 2011 classes begin.  
- *2011-2012 Undergraduate Catalog* available on-line.

### September

- September 1** - List of Spring 2011 Incomplete grades to be reverted to "F" sent to colleges and notification to students.
- September 2** - Last day to add courses.  
- List of potentially Sunsetting courses sent to colleges.
- September 5** - Labor Day holiday.
- September 9** - Spring 2012 Schedule of Classes due in OSR.
- September 12** - Last day to drop full-semester regular classes for refund.
- September 19** - Distribute advisor and concentration listings to colleges for updates.  
- Official graduation list for August 2011 due from colleges.
- September 22** - Enrollment holds placed for students non-compliant with immunization law and lists sent to deans.
- September 26** - Proofs for Spring 2011 Schedule of Classes sent to departments.
- September 28** - Final exam information available in MaineStreet and on OSR Web site.
- September 29** - Classes dropped on or before this date will not appear on transcript.  
- Edited proofs for Spring 2011 Schedule of Classes due in OSR.
- September 30** - Deadline for advisor updates and concentrations in academic departments.

### October

- October 5** - Notification of missing grades sent to students and list to deans.
- October 7** - Spring 2011 Incomplete grades lapsed to "F" grades.
- October 10** - Fall Break begins.
- October 12** - Classes resume.
- October 14** - List of Sunsetting courses due in OSR.
- October 17** - Spring 2012 Schedule of Classes available in MaineStreet.  
- Spring 2012 Wish List validation begins.  
- August 2011 graduation list finalized.
- October 20** - Distribute list of registration holds for colleges.
- October 24** - Spring 2012 registration begins.
- October 25** - List of December 2011 graduation applicants distributed to colleges.  
- Updated missing grades list sent to colleges.