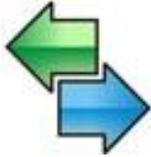## Transfer Equivalencies

The University of Maine System and Board of Trustees are committed to helping students realize their educational goals by facilitating the transfer of courses from one institution to another. The Transfer Equivalency System is designed to provide timely transfer information. This information is available to guests on the MaineStreet Signon page using the Transfer Course Equvalencies link—no login is required. Current MaineStreet users may access the tool by navigating to Self Service.

There are two ways to search for transfer information in the Transfer Equivalency System—by school or by UM course number. The search by school helps students who have taken courses elsewhere and have a desire to attend a UMS institution. A list of the courses at the selected institution provides the course identifier at the school, the title of the course, UM's course equivalent and title, and the General Education Requirements that are met. The list may be sorted by clicking on any of the column headings.

The second search option, by UM course, will help UM students who would like to take a course outside of UMaine. This search returns a list of the schools and the course(s) which are the equivalent of the UM course.

The Transfer Team in the Office of Student Records has been busy evaluating courses at schools from which a large volume of transfer credit is received. Currently, there are 33 schools with *all* of the courses they offer. There are also over 1,100 other schools with a partial listing of their course offerings. Each time a transcript is reviewed, the school is added to the listing.

Input from faculty and academic departments regarding UM courses displaying in the Transfer Equivalency System is welcome. Suggestions for changes may be directed to transfer.evaluations@umit.maine.edu.

Class Rosters for Combined Sections

Changes, updates and improvements are routinely performed in MaineStreet to make the system more user friendly. One of the recent changes is an improvement to the Class Roster for Combined Sections. Prior to the modification, faculty were required to navigate outside of their Faculty Center to obtain class rosters for classes where more than one course/section were combined. Now, the class roster function within the Faculty Center automatically includes all students in the combined sections.

By simply clicking on the Class Roster button next to one of the combined section classes listed under "My Teaching Schedule" in the Faculty Center, the roster displays all students in the combined sections. This is particularly helpful for distance education classes because the location of the student's enrollment is also displayed. The class roster may be sorted by clicking any of the column headers. As with any class roster, the roster information may be downloaded to an Excel spreadsheet by selecting the download icon at the top of the list. Details on downloading a class roster are available at the Office of Student Records' Website under Resources for Faculty and Staff at the bottom of the home page.

In the next issue…

The Student Planner

A feature in MaineStreet to help students (and their advisors) plan for the courses needed to earn their degree.

Updated training documents for Student Self-Service Enrollment

http://www.maine.edu/system/mainestreet/infoforcurrentstudents.php

Click it!

FERPA Tip: **What should I say to a parent inquiring about their child's grades?**

Under FERPA, we are prohibited from releasing educational information to anyone for whom the student has not granted consent. A parent may call in desperation wanting to know their student's grades. Our instinct may be to want to help by giving out a general assessment of the student's performance (especially if the grades we see are poor). The better action would be to strongly encourage the parent to talk with their child.

Dates and Deadlines to Remember

** *Dates are subject to change* **

November 2011

November 7	- Spring 2012 Final Exam proof sent to departments.
November 11	- Last day to withdraw from a class and receive 'W' grade. (Withdrawn classes after this date will receive failing grade.)
November 14	- Instructor lists for Spring 2012 distributed to departments for updates.
November 15	- Deadline for December 2011 Application for Graduation.
November 16	- Distribute Fall 2012 Schedule of Classes information to departments.
November 23	- Thanksgiving recess begins.
November 28	- Classes resume.
	- Lists of unregistered eligible students sent to colleges
November 30	- Open enrollment for Spring 2012 begins (non-degree students may enroll).

December 2011

December 2	- Spring 2012 Final Exam proof due from departments.
December 7	- Grade Rosters for regular session classes available in MaineStreet.
December 8	- Notice of Summer 2011 Incomplete grades to be changed to "F" grades sent to colleges and students.
December 9	- Classes end.
December 12	- Final Exams begin.
December 16	- Final Exams end.
	- December graduation.
December 23	- Deadline for submitting grades for classes that fall within the regular term dates.
December 27	- List of past due grades distributed to colleges.
	- Fall 2011 Academic Standing generated and distributed to colleges.

January 2012

January 9	- Classes begin for the Spring 2012 semester.
January 10	- Fall 2012 Schedule of Classes edits due from departments.
January 13	- Last day to add courses.
January 16	- Martin Luther King, Jr. Day—no classes.
January 20	- Fall 2011 academic awards generated.
January 23	- Last day to drop a course with a refund.