

**For The Record Marks 20 Years!**

Nearly two decades ago, the Registrar's Office began publishing a monthly newsletter to keep the academic community better informed of activities involving student records. The hot topic of the time was the relatively new implementation of the integrated student information system ISIS. The name of the newsletter was *Symbiosis*, chosen for its definition of "a mutually beneficial relationship between different people or groups."

Now, 20 years later, although the names of the office and the publication have changed, the purpose of the newsletter remains the same. Some of the long-timers on campus will remember some of these topics of the early years noted at the time:

- Automated Course Repeat Policy
- Tips on using name search
- Registration overrides—TMKDLCHAOS
- What is NATURAL?
- Temporary relocation of Registrar's Office to Hannibal Hamlin Hall during Wingate Hall renovation
- SQRO Screen – Find a section that fits
- Registrations canceled for non-payment and immunization non-compliance
- An "easy-to-follow" user's guide was developed titled *Using Session Manager Logon Procedure for ISIS, CMS and Natural*
- Modifications to ISIS to allow multiple college and major assignments to students' records

It's clear after having a publication sustained for such a long period of time that the topics are endless, but also somewhat similar to today's issues. It's also apparent that we will always be facing times of change. We hope you continue to find this publication a useful and an informative resource for years to come.

**The Student Planner**

In recent months there has been discussion around the implementation of the Student Planner in MaineStreet. Some preparation has been taking place to have this function available for students to use in time for the Fall 2012 enrollment period in March, however, there is still a bit of work to complete before it's ready for launch.



The Student Planner allows for students to create a list of the courses that they will need to take to earn their degree. When it's time to enroll for classes, students may view which sections of their selected courses in their Planner are offered for the upcoming term and place those sections on their Wish List. Students may then easily enroll in those classes when their enrollment appointment arrives. Advisors will also have view access to their advisees' Planners in the Advising Center.

Once the work is completed for the Student Planner, information will be made available including documentation on how to utilize this new function.

**New Fax Number for OSR**

The Office of Student Records is taking advantage of the technology offered by the ImageNow document imaging system and has established a new fax number to which documents can be sent (**Note: 561, not 581**):

**OSR Fax: 561-3453**

Any documents sent to this number will automatically be received by the ImageNow system and routed to the appropriate receiver. This change moves us closer toward our goal of paperless processes.

**Click it!**



**Spring 2012 Final Exam Information**

<http://www.studentrecords.umaine.edu/academics/final-exams/>

**FERPA Tip:****Student Schedules**

A student's class schedule is not considered directory information and should not be shared with anyone outside of the University of Maine.

A list of information that is considered directory information at the University of Maine which may be released if a student has not requested confidentiality can be found at:

<http://www.studentrecords.umaine.edu/records/confidentiality/>

## DATES AND DEADLINES TO REMEMBER

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

### February

- February 8** - Fall 2012 PINs, enrollment appointments and term activations created for continuing students.
- February 9** - **Classes dropped on or before this date will not appear on transcript.**
- February 10** - Deadline for updates to advisor and concentration information.  
- Graduation list finalized for December 2011 graduates.
- February 15** - List of students with enrollment holds sent to deans.
- February 20** - Summer University 2012 class offerings available on MaineStreet.
- February 24** - **Summer University 2012 enrollment begins.**
- February 27** - Spring recess begins.

### March

- March 5** - Fall 2012 Class Schedule available in MaineStreet.
- March 12** - Fall 2012 Wish List Validation begins.  
- Classes resume.
- March 13** - May 2012 degree candidate lists sent to colleges.
- March 15** - Deadline for Application for Degree for May 2012.
- March 19** - **Enrollment for Fall 2012 begins.**
- March 20** - Send Commencement information to students attending May commencement ceremony.

### April

- April 3** - Notification sent to students with Fall 2011 incomplete grades that will lapse to a failing grade on May 21; lists sent to colleges.
- April 4** - **Last day to withdraw from a class and receive a "W" grade at 4:30 p.m. Withdrawn classes after this date will receive a failing grade.**
- April 18** - Spring 2012 Grade Rosters (regular session) available in MaineStreet.  
- List of eligible students not enrolled Fall 2012 sent to deans.
- April 23** - 2012-2013 Undergraduate Catalog information distributed.  
- Open enrollment for Fall 2012 begins.
- April 25** - Maine Day
- April 27** - Regular session classes end.
- April 30** - Final exams begin.