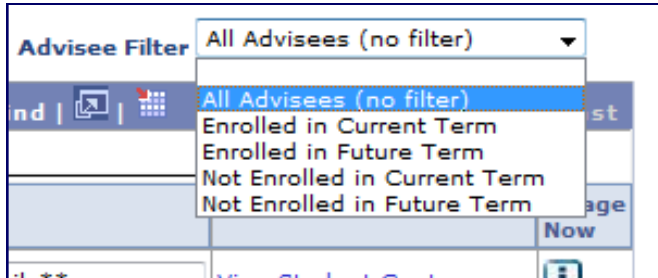## *New* in the Advising Center

A recent enhancement in the Advising Center in MaineStreet will help advisors quickly identify students who are enrolled for the current or future terms. Faculty using the Advising Center may use the **My Advisees** Tab to view all of their advisees at one time. A new filter has been added to provide options for selecting enrolled or not enrolled students to display. The view of the dropdown list and the available options for the filter is below.

Advisee Filter   All Advisees (no filter)   ▼

nd | 🔲 | 🌐   st

All Advisees (no filter)
Enrolled in Current Term
Enrolled in Future Term
Not Enrolled in Current Term   age
Not Enrolled in Future Term
                                          Now

Grade Rosters for Combined Sections

Instructors who teach combined sections of classes will find a new feature available to assist them with grading. Instructors may now create a combined grade roster allowing them to enter grades for all students for multiple sections at one time.

To create the combined roster, first access the grade roster for one of the class sections. Then select the "create combined roster" button near the top of the roster. By default, the roster is sorted by student name. To sort by a different column, click on the header of any column.

> ***Need a tip?*** We are seeking topics for MaineStreet user tips. Is there something you'd like to know? Send email to umrecord@maine.edu with your request!

Degree Progress Reports for Engineering Majors

Work continues to progress on the development of the degree audit system in MaineStreet. The final touches on the Degree Progress report for Engineering majors, including the School of Engineering Technology, have just been completed. In addition to the General Education requirements, the Degree Progress report evaluates requirements for all academic plans (majors, double majors, minors, and concentrations) available at UMaine, except those offered by the College of NSFA. The requirements for academic plans offered by the College of NSFA are still under construction.

Students may generate their Degree Progress Reports in MaineStreet from their Student Center. Faculty advisors do so from within their Advisor Center using the "Student Details" drop-down list.

Additional details and instructions for using Degree Progress Reports are available on the Office of Student Records website. Should questions arise, contact Matthew Lamson at 581-1317 or send email to matthewl@maine.edu.

Problems with MaineStreet?

If you're experiencing odd behavior with MaineStreet, it's likely related to your internet browser. Clearing cache and cookies within your browser often resolves many of the issues that are reported. It's important to clear cache and cookies **correctly**. Information on how to clear cache and cookies for a variety of browsers is available on the OSR website at the MaineStreet FAQ's link under the Quick Links section at the bottom of the site.

Click it!

If you need additional assistance or have other MaineStreet questions, send email to MaineStreet.Security@umit.maine.edu.

FERPA Tip: **Sole Possession of Information**

Under FERPA, a student has a right to inspect and review any departmental or college records maintained on him/her except for "sole possession records." A sole possession record is a record you never share with anyone else and that is maintained solely by you. Sole possession records are not subject to FERPA. Because FERPA considers Teaching Assistants to be an extension of the faculty member, faculty may share their sole-possession records with their TA's. However, if other faculty and department members can inspect those notes, they are no longer sole possession and become education records. Students have the right to inspect and review those records.

DATES AND DEADLINES TO REMEMBER

** *Dates are subject to change* **

November 2012

November 5	- Spring 2013 Final Exam proof distributed to departments.
November 15	- Deadline for December 2012 Application for Graduation.
	- Distribute Fall 2013 Schedule of Classes information to departments.
	- Last day to withdraw from a class and receive 'W' grade. (Withdrawn classes after this date will receive failing grade.)
November 20	- Instructor lists for Spring 2013 distributed to departments for updates.
November 21	- Thanksgiving recess begins.
November 26	- Classes resume.
November 27	- Lists of eligible students not yet enrolled sent to colleges
November 28	- Open enrollment for Spring 2013 begins (non-degree students may enroll).
	- Reserved seats released for Spring 2013 classes.
November 30	- Spring 2013 Final Exam proof due from departments.

December 2012

December 6	- Notice of Summer 2012 Incomplete grades to be changed to "F" grades sent to colleges and students.
December 12	- Grade Rosters for regular session classes available in MaineStreet.
December 14	- Classes end.
December 17	- Final Exams begin.
December 21	- Final Exams end.
	- December graduation.
December 28	- Deadline for submitting grades for classes that fall within the regular term dates.
December 31	- List of past due grades distributed to colleges.
	- Fall 2012 Academic Standing generated and distributed to colleges.

January 2013

January 14	- Classes begin for the Spring 2013 semester.
January 15	- Fall 2013 Schedule of Classes edits due from departments.
January 18	- Last day to add courses.
January 21	- Martin Luther King, Jr. Day—no classes.
January 25	- Fall 2012 academic awards generated.
January 28	- Last day to drop a course with a refund.