



Office Student Records *News*

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Student Records Welcomes New Director

The Office of Student Records is under new leadership with the appointment of Kimberly Page as Director of Student Records. Kim comes to UMaine from the University of Connecticut where she has worked since 1980, most recently as Associate Registrar for systems and degree audit in the Office of the Registrar. Her academic career started in the College of Liberal Arts and Sciences where, in 1999, she served as acting Assistant Dean before becoming a systems administrator in the Office of the Registrar. Kim has a master's degree in educational leadership and a bachelor's degree in human development from the University of Connecticut.

Viewing Honors and Award Information in MaineStreet

The Student Services Center in MaineStreet provides the ability for faculty and staff to view academic data for students from one general location. As students move through their academic careers, they earn a variety of academic achievements which display on the academic transcript such as Dean's List, Presidential Scholar and induction to Honor Societies. These achievements may be seen in MaineStreet by navigating to the Student Services Center and scrolling down to the "Personal Information" section on the Student Center Tab. Those users with access to this data will have a link labeled "Honors and Awards." Selecting this link will display a page providing the Academic Honors and Awards mentioned above along with the term and date on which the awards were granted.



Faculty and Advisor E-mail Addresses

MaineStreet offers the ability for faculty and advisors to easily communicate via e-mail with their students. The Advising Center as well as the Class Roster allow the user to create an e-mail message and send it to either a selected set of students or all students in the associated listing.

This type of notification process is available throughout many areas of MaineStreet and utilizes the UMS e-mail account ("@maine.edu") as the receiving e-mail address. All University of Maine System employees and students have a UMS e-mail account to which communications from UMS and MaineStreet are sent. **For this reason, it is vital that anyone not using their UMS e-mail account on a regular basis, make an effort to forward the messages received at this account to another regularly used e-mail address.**



This is a simple process that takes only a few minutes to accomplish by following **the instructions found on the OSR website**. All UMaine students are also strongly encouraged to change the forward settings on their UMS e-mail account.

Any questions regarding the forwarding settings described above can be directed to the Campus Help Desk at 581-2506 or by sending an e-mail to UMRECORD@MAINE.EDU.

Spring 2013 Final Exam Information

The Final Exam information for the Spring term is available in MaineStreet for students and faculty to view. Look for details of the **exam policies and related information** on the OSR website.



Technology in the classroom

Faculty who utilize electronic teaching tools such as electronic course management systems may wish to share students' e-mail addresses in a class with others in the same class. A 2009 FERPA amendment clarified that a student cannot be "anonymous" in class even in a distance learning setting. While grades and other personally identifiable information that relate to the student's progress in the class cannot be disclosed, it is appropriate that contact information be shared if the class includes online discussions.

February

- February 4 - Advisor and concentration listings distributed for updating.
- February 5 - Fall 2013 Schedule of Classes proofs sent to department chairs.
- February 11 - Fall 2013 Schedule of Classes proofs due.
- February 13 - Fall 2013 PINs, enrollment appointments and term activations created for continuing students.
- February 14 - Classes dropped on or before this date will not appear on transcript.
- February 15 - 2013-2014 Undergraduate Catalog information distributed for updating.
- February 18 - Deadline for updates to advisor and concentration information.
- February 18 - Enrollment holds placed for students non-compliant with immunization law.
- February 18 - Graduation list finalized for December 2012 graduates.
- February 22 - List of students with enrollment holds sent to deans.
- February 25 - Summer University 2013 class offerings available on MaineStreet.

March

- March 1 - Summer University 2013 enrollment begins.
- March 4 - Spring recess begins.
- March 11 - Fall 2013 Class Schedule available in MaineStreet.
- March 11 - Fall 2013 Wish List Validation begins.
- March 15 - Deadline for Application for Degree for May 2013.
- March 15 - Course Typically Offered information distributed to department chairs for updates.
- March 18 - Classes resume.
- March 18 - May 2013 degree candidate lists sent to colleges.
- March 25 - Enrollment for Fall 2013 begins.

April

- April 9 - Notification sent to students with Fall 2012 incomplete grades that will lapse to a failing grade on May 22; lists sent to colleges.
- April 10 - 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 15 - Updated Course Typically Offered information due from departments.
- April 15 - 2013-2014 Undergraduate Catalog edits due.
- April 24 - Spring 2013 Grade Rosters (regular session) available in MaineStreet.
- April 30 - Open enrollment for Fall 2013 begins.
- April 30 - List of eligible students not enrolled Fall 2013 sent to deans.



Readers are encouraged to submit information or ask questions by contacting Linda Reid at 581-1318 or send email to linda@maine.edu

visit us online at studentrecords.umaine.edu

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