



Office Student Records News

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Directory Information to Include Student E-mail Address

The Federal Educational Rights and Privacy Act (FERPA) defines Directory Information as information contained in an educational record of a student "that would not generally be considered harmful or an invasion of privacy if disclosed." The University of Maine System currently defines Directory Information to include: student name, address, phone, date of birth, program of study, dates of attendance, degrees and awards received, most recent previous educational institution attended, participation in sports and activities, class level, enrollment status, and appropriate personal athletic statistical data.

Beginning October 15, 2013, student e-mail address will also be included among Directory Information. Previously, the UMS schools would not release student e-mail address when requested by third parties because it was not considered Directory Information.

As always, all employees must be cognizant of students who may have requested confidentiality. Students who have opted not to disclose their Directory Information will have the FERPA Icon (shown at right) displayed in their MaineStreet Student Services Center. See the Office of Student Records' website for **UMaine's FERPA policies** as well as guidelines for faculty and staff. A violation of FERPA rights could result in loss of our school's federal funding or termination of employment.



FERPA Basic Training

A FERPA presentation is available upon request to academic staff and faculty. This would be suitable for groups consisting of new employees or others needing a FERPA refresher. The presentation is less than 30 minutes in length. Contact Linda Reid at linda@maine.edu or call 581-1318.

New APL: Financial Adjustments

The University of Maine System approved a modified **Administrative Practice Letter (APL) on Financial Adjustments** effective for the Fall 2013 term. In order to adhere to this new policy, classes must have correct start and end dates so the students will receive proper financial adjustments when dropping/withdrawing from classes.



These changes primarily impact dynamically dated classes (shorter than the full semester). A class will be placed in a session based on the length of the class in terms of number of weeks that it meets. It is crucial to have accurate start and end dates defined for dynamic classes in order for correct financial adjustments to occur. Modifying the start and/or end dates for a class after enrollment begins not only is a challenging task, but may result in enrollment and billing errors for students.

Please keep this information in mind when creating the Spring 2014 class schedule. Should questions arise regarding this information, contact Roberta Hussey at berta@maine.edu or call her at 581-1298.

MaineStreet Maintenance Alerts

Periodically, MaineStreet undergoes maintenance preventing system access for short periods of time. All planned outages typically take place during low usage periods often over weekend days and are announced on the MaineStreet login portal page. Be sure to look for messages before you log into MaineStreet and make plans to access the system accordingly. You will find the messages under the MaineStreet News section of the login page.



Click it!

University of Maine System
Office of Information Security



Should faculty e-mail grades to students?

E-mail is an acceptable method for notifying students of their grades IF it is sent to the institutional account (FirstClass or @maine.edu) and only contains grade information for the individual student. Non-public educational data should never be sent to a non-institutional assigned account since there is no way to verify the authenticity of the end user.

August

- August 1 - New First-year admits may make class schedule changes in MaineStreet Self-Service.
- August 2 - Fall 2013 Final Exam proofs due in OSR.
- August 15 - 2013-2014 Undergraduate Catalog available on-line.
- August 23 - Summer University ends.
- August graduation.
- August 27 - August graduation records ready for college review.
- August 29 - Fall 2013 Final exam information available in MaineStreet and OSR Web site.
- August 30 - Deadline for submission of summer grades.
- List of Sunsetting courses due in OSR.

September

- September 2 - Labor Day holiday.
- September 3 - Fall 2013 classes begin.
- September 5 - Notice of Spring 2013 Incomplete grades to be lapsed to "F" grades sent to students and colleges.
- September 6 - Spring 2014 Schedule of Classes due in OSR.
- September 9 - Last day to add courses.
- September 16 - Last day to drop full-semester regular classes for refund.
- September 23 - Distribute advisor and concentration listings to colleges for updates.
- September 24 - Proofs for Spring 2014 Schedule of Classes sent to departments.
- September 26 - Enrollment holds placed for students non-compliant with immunization law and lists sent to deans.
- September 27 - Edited proofs for Spring 2014 Schedule of Classes due in OSR.
- September 30 - Official graduation list for August 2013 due from colleges.

October

- October 2 - Notification of missing grades sent to students and list to deans.
- October 3 - Classes dropped on or before this date will not appear on transcript.
- October 4 - Deadline for advisor updates and concentrations.
- Spring 2013 Incomplete grades lapse to "F" grades.
- October 8 - Create Spring 2014 term activations and PINs.
- October 14 - Fall Break begins.
- October 16 - Classes resume.
- October 17 - Distribute list of enrollment holds for colleges.
- October 21 - Spring 2014 Schedule of Classes available in MaineStreet.
- Spring 2014 Wish List validation begins.
- August 2013 graduation list finalized.
- October 28 - Spring 2014 enrollment begins.
- October 29 - Updated missing grades list sent to colleges.
- List of December 2013 graduation applicants distributed to colleges.



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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