



Office of Student Records News

Volume 22, Issue 2

May - July 2014

Last Date of Attendance Information

At this time last year, this newsletter provided information regarding the collection of the Last Date of Attendance information. Federal regulations require that the Office of Student Financial Aid determine the last date of attendance for all students who discontinue class attendance. If a student does not officially withdraw, the latest date of a given academically-related activity is the date that is determined to be the student's withdrawal date. Charges and financial aid will be recalculated based on this date.

A new process was introduced last spring providing a means to collect the Last Date of Attendance information in MaineStreet at the time of grading. Another modification has recently been completed to allow appropriate staff to view this information in the Academics tab within the Student Services Center. When viewing the class data for a student for a given term in the "Classes" section, new fields have been added to the display grid including the *Never Attended* flag and *Last Date of Attendance*. Previous to this enhancement, access to this information required navigating to another page in MaineStreet.

Preferred Name in Advisee List

Advisors will notice a change in the display of the names of their advisees in their MaineStreet Advisor Center. The name that a student has designated as their Preferred Name now displays in the Advisee List followed by their Primary Name in parentheses. This change is the same as the one applied several months ago to the Class Roster and Grade Roster. Instructors and advisors can use this information to address their students by the name they prefer as some students object to being addressed by their Primary Name or having it known to others.

Grades By Text Message

Students at the University of Maine System campuses may now register to receive notifications of posted grades via SMS Text Messages. Registration for the service is available in MaineStreet in the Student Center. To begin the registration process, students select the "Text Messaging Service" link located in the bottom right corner of their Student Center. Detailed **instructions** are available at the **Office of Student Records** web site under Resources > Resources for Students.



UMS Academic Program Search

The University of Maine System has created a search tool to assist prospective students with identifying the academic programs offered throughout the System. Searches for programs can be performed using multiple types of criteria including institution, subject, and degree level. A keyword search is also available. The Academic Program Search is found at the UMS web site at <http://www.maine.edu/academics/>

Spring Grading Information

Grades submission deadline: May 16, 2014.

Detailed information regarding **final grades** is available at the OSR web site.

Incomplete Grade Reporting: When faculty assign an incomplete grade for undergraduate students in the MaineStreet Grade Roster, MaineStreet will display a page where information related to the incomplete grade is to be entered. This electronic process replaces the paper Incomplete Grade Reporting form. The information requested on this page includes the work the student needs to complete, the deadline by which the work needs to be completed, and the grade that the student has earned to that point. Once the incomplete grade is posted, the Incomplete Contract information can be viewed in the Student Center by the student as well as staff in the Student Services Center.



Click it!

The OSR website has a list of courses that satisfy

General Education Requirements



Legitimate Educational Interest

In order for a school official at the institution to have access to student education records, the official must have a **legitimate educational interest** in the records being accessed. **Legitimate educational interest** means that the official has a need to access the student education records for the purpose of performing an appropriate educational, research or administrative function for the institution. It is not a legitimate educational interest for faculty to review a student's previous academic history in other classes prior to assigning a final grade.

May

- May 2 - Classes end.
- May 5 - Final Exams begin.
- May 9 - Final Exams end.
- May 10 - Commencement 10:00 am and 2:30 pm, Harold Alfond Sports Arena
- May 12 - Summer University begins.
- May 16 - Final Grades for Spring 2014 due.
- Fall 2013 incomplete grade lapse to Failing grades.
- May 19 - Distribute lists of overdue grades to colleges.
- Distribute recommended academic action lists.
- May 20 - May Graduation records ready for department review.

June

- June 4 - Academic Suspensions and Dismissals due in OSR.
- June 5 - Students with suspend/dismiss actions are notified.
- June 17 - Official list of May 2014 graduates due in OSR.
- June 20 - Spring 2014 academic awards, class and college standings generated.
- June 25 - Fall 2014 Final Exam proof sent to departments.
- June 27 - Remaining Academic Action (probations) due in OSR.
- August 2014 graduation ready for department review.
- June 30 - Drop dismissed/suspended students enrolled for Fall 2014.
- List of students dismissed/suspended and enrolled for summer sent to colleges.

July

- July 1 - Probation messages sent to students.
- New First-Year students may view their Fall 2014 enrollment schedule in MaineStreet.
- Seats reserved for First-year students released.
- July 7 - May 2014 graduation list finalized.
- July 15 - Deadline for Application for Degree for August graduation.
- Spring 2015 Schedule of Classes materials distributed to departments.
- July 25 - Lists for instructor updates for Fall 2014 distributed to departments.

Summer 2014 New Student Orientation

Education and Human Development	June 14-15, 22-23
Engineering/Engineering Technology	June 13-14, 22-23
Explorations	June 13-14, 21-22
Foundations	June 15-16, 20-21
Maine Business School	June 15-16, 20-21
Liberal Arts and Sciences	June 15-16, 21-22
Natural Sciences, Forestry and Agriculture	June 14-15, 20-21



For the Record
is published by
the Office of Student Records
Written and Edited by Linda Reid

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 207.581.1226.

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