



## Office of Student Records *News*

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### OSR Staff Update

In recent months the Office of Student Records has seen the addition of several new faces. Matthew Biddle joined the staff as Assistant Director. Matt oversees the main customer service area including transcript processing, immunization records, and graduation processing. He is the primary contact for the *Undergraduate Catalog* and catalog data maintenance.



Shortly after Matt arrived, Jessica Johnson Frohling was hired to fill the position once held by Lisa Stilley as Graduation and Catalog Specialist. While Jessica now takes care of the graduation and grades processing once done by Lisa, Lisa moved to the Assistant Transfer Evaluator position.

Long-time UMaine employee Deb Mitchell joined the staff as Administrative Specialist and is responsible for classroom scheduling and final exams scheduling. The newest member of the staff is Samantha Hayes filling the new position of Scheduling Officer. Samantha's primary responsibility is working with the new scheduling software, Infosilem.

Although Student Records has a number of relatively new staff members - eight with less than three years' experience in UMaine's Office of Student Records - the office can boast about the longevity of the rest of the staff. The remaining seven staff members have a combined total of 134 years of service in Student Records, and 168 years of service in the University of Maine System!

A **Staff Directory** is available on the OSR website providing contact information and general responsibilities of each staff member.



**Click it!**

Need a refresher on how the Wait List Process works? See this past issue of *For The Record*

### UMS General Education Transfer Blocks

The University of Maine System has developed the Transfer Credit Project which is aimed at improving the college credit transfer process to make it easier for students to move among Maine's public universities. One of the pieces of this project involves the creation of the General Education Transfer Blocks. These "blocks" set the requirements for the transfer-in or transfer-out of General Education coursework.



Students transferring from UMaine to another University of Maine System campus that have completed their General Education requirements may ask to have that completion certified for a General Education Block Transfer at the other institution. The University of **Maine General Education Transfer-Out Block Certification Form** must be completed and signed by the student's academic dean's office to certify the student's fulfillment of the required general education courses.

Full details on this new **initiative** are available on the Office of Student Records website.

### Electronic Transcript Delivery

UMaine students and alumni may now opt to have an official transcript sent electronically. The UMS institutions recently implemented the electronic transcript delivery service offered by the National Student Clearinghouse.

Students may request electronic transcript delivery using a link available on the OSR website. Electronic transcript requests are fulfilled automatically without any manual intervention providing there are no transcript holds or archived records involved. A transcript can be requested and delivered in just a few hours. UMaine has been using the service since November 2013 on a limited basis, but expanded the service availability in February 2015. Since February, nearly 900 requests for electronic delivery have been completed.



#### Education Record: True or False?

**An advisor does not have to allow a student to inspect and review his/her personal notes about the student that are held in a file in the desk of the advisor's office.**

*Answer: True. "Sole possession" records are an exception to the definition of "education records," and are therefore not accessible by the student.*

## August

- August 3 - OSR deadline for Spring 2016 Schedule of Classes.
- August 17 - 2015-2016 Undergraduate Catalog available on-line.
- August 21 - Summer University ends.  
- August graduation.
- August 27 - August graduation records ready for college review.
- August 28 - Fall 2015 Final Exam information available in MaineStreet and OSR Web site.
- - All final grades for Summer University due
- August 31 - Fall 2015 Classes begin.

## September

- September 4 - Last day to add courses.  
- Notifications of Spring 2015 incomplete grades lapse sent (will lapse Oct. 9).
- September 5 - Send request for faculty to review class rosters.
- September 7 - Labor Day holiday.
- September 11 - Advisor and concentration listings distributed to colleges for updates.
- September 13 - Dropping courses for refund ends (Sunday).
- September 14-25 - Proofs for Spring 2016 Schedule of Classes available.
- September 28 - Official graduation list for August 2015 due from deans offices.

## October

- October 1 - Classes dropped on or before this date will not appear on transcript.  
- Create Spring 2016 Term Activations and PINS.
- October 2 - OSR deadline for changes to the Spring 2016 Schedule of Classes.  
- Notification of missing grades sent to student & list to colleges.
- October 9 - Spring 2015 incomplete grade lapse to "F" grades.
- October 12 - Fall Break begins.
- October 15 - Fall 2015 enrollment holds placed for students non-compliant with immunization law.
- October 14 - Classes resume.  
- Enrollment holds placed for students non-compliant with immunization law.
- October 16 - Distribute list of enrollment holds to colleges.
- October 19 - Spring 2016 wish list validation begins.  
- Spring 2016 Schedule of Classes available on MaineStreet.
- October 21 - August 2015 graduation list finalized.
- October 26 - Spring 2016 enrollment begins.
- October 29 - Updated missing grades list to colleges.  
- List of December 2015 graduates and transcripts sent 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](mailto:linda@maine.edu)

visit us online at [studentrecords.umaine.edu](http://studentrecords.umaine.edu)

### *For the Record*

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