



# Office of Student Records News

Volume 23, Issue 4

November 2015 - January 2016

## OSR Forms on the UMaine Portal

The UMaine Portal is used to access internal information and forms from departments and information related to university operations and services. All of the forms related to the Office of Student Records are available via the **UMaine Portal**.

The portal has a single sign-on feature — log in once and access several apps including MaineStreet, Gmail and BlackBoard — eliminating the need for multiple sign-ons. Logging into the portal requires the use of your MaineStreet account user name and password.

A link to access the UMaine Portal is available from every UMaine web page, either at the top of the page or to the right side under “Quicklinks.”

## Winter Session

For the first time in many years, UMaine is offering classes between the fall and spring terms. This Winter Session offers 21 fully online classes starting December 28 running three weeks to January 15, 2016. Enrollment for these classes opened on October 26. Since these classes are considered part of the spring term, students need their Spring 2016 enrollment PIN or an approved Spring 2016 wish list in order to enroll for Winter Session courses.



Winter Session credit hours will count toward the spring term course load for all academic affairs purposes. This includes: dean’s list, academic standing, athletic certification, grading, enrollment verification, enrollment requisites, and enrollment reports. Students are allowed to take a maximum of 4 credits during Winter Session. Per university policy, students wishing to register for more than 4 credits must obtain permission from their advisor and from the associate dean of their college.

For more information about Winter Session, go to <http://umaine.edu/wintersession/>

## Advisor Assignment Options

There are many facets of advising; the obvious one is the role of the faculty advisor providing guidance to a student majoring in their field. But, many students declare minors or a double major in other fields and it’s beneficial for the student to receive advice from a faculty advisor in those areas of study. Additionally, students may work with someone who is not a major or minor advisor, but a professional academic advisor, or even a program coordinator. MaineStreet allows the assignment of these various advising labels enabling students to easily identify what type of advisor has been assigned to them and seek advice accordingly.



A recent improvement to the MaineStreet Advising Center provides a filter within the Advisee List giving the option to view students by the type of advisor role assigned to them. Some of the types of advisor roles available include:

- Faculty Academic Advisor
- Faculty Advisor Liaison
- Major Advising Coordinator
- Professional Academic Advisor
- Certificate Advisor
- Faculty Mentor
- Program Coordinator
- Minor Advisor

Another option is to assign an advising committee to a student; this is effective when anyone in a group of advisors, such as an advising center or thesis committee, may assist the student rather than a specific individual.

To learn more about utilizing these advisor role options within your academic department, contact Linda Reid, [linda@umaine.edu](mailto:linda@umaine.edu) or 581-1318.



**Click it!**

*The Winter Session will help students stay on track by taking 30 credits per year:*

**Think 30**



## Checking FERPA Indicators in MaineStreet

Students have the option to restrict the release of all of their directory information or just their address. Instructions for faculty and staff on determining a student’s information release restrictions and to whom a student has given permission to release information are available on the Office of Student Records’ website: **Directions to View FERPA Indicator** and **Directions to View Student Consent to Release Information**

## November

- November 3 - Spring 2016 Final Exam Proofs available.
- November 11 - Veteran's Day-no classes except for those that meet once a week.
- November 13 - Last day to withdraw from a class and receive W grade.
- November 16 - Application for graduation deadline for December 2015 graduation.
- November 18 - Spring final exam proof due in OSR.
- November 25 - Thanksgiving recess begins.  
- NCAA certifications to dean's offices.
- November 26 - Eligible students not enrolled list sent to colleges.
- November 30 - Classes resume.

## December

- December 2 - Open enrollment for Spring 2016 begins.
- December 9 - Remove reserved seats for spring.
- December 11 - Notice of Summer 2015 incomplete grades to be reverted to "F" sent to colleges and notification to students. (Will lapse on January 16).  
- Classes end.
- December 14 - Final Exams begin.
- December 18 - Final Exams end.  
- December graduation.
- December 23 - NCAA certifications due in OSR.
- December 26 - All final grades due in OSR.
- December 28 - Distribute academic action information to colleges.  
- Distribute lists of overdue grades to colleges.  
- Winter Session Begins.

## January

- January 15 - Winter Session Ends.
- January 18 - Martin Luther King, Jr. Day - no classes.
- January 19 - Spring 2016 Classes begin.  
- Summer incomplete grades lapse to "F" grades.
- January 22 - Winter Session grades due.  
- Fall 2015 academic awards generated, list of "I" grades for deans, college & class standings.
- January 25 - Last day to add courses.  
- Message to potential May, August and December 2016 Graduates.
- January 28 - Official list of December 2015 Graduates from deans offices due in OSR.
- January 29 - Warning letter sent to students non-compliant with immunization law and list 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](mailto:linda@maine.edu)

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

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

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