



Office of Student Records News

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February - April 2016

Student's Weekly Schedule

The Weekly Schedule available for viewing in the Student Services Center is a useful tool by providing a clear view of the class meetings for a given week. But, what if a class for which a student is enrolled has no actual class meetings such as an online class?



The class information for these classes does display on the Weekly Schedule, but they're at the bottom of the page under the heading of 'Meeting Information not available.' And, if a student is on a wait list for the class, the "Waiting" message will display beside the course.

A recent addition to the Weekly Schedule: A box displays below the schedule grid showing class notes for any of the classes for which the student is enrolled. This includes the URL links for online classes.



The My Class Schedule link, also available in the Student Services Center, displays the class schedule information in list form and now also includes the class note information as well as the "Waiting" status for the classes for which the student is wait listed.

More information is available on the Weekly Schedule in the **Volume 18, Issue 1** of **For The Record** on the **OSR Website**.

Enrollment for Summer University begins on February 1. Students enrolled for the Spring 2016 term are automatically eligible to enroll, barring any enrollment restrictions. No enrollment PIN or Wish List approval is required.



Visit <https://umaine.edu/summeruniversity/> for more information.

Click it!

Searching for Academic Year Calendar



The Office of Student Records makes every effort to insure that our website has up-to-date information available. This involves routinely removing outdated links and documents so accurate information is provided. However, some departments opt to add these documents to their own websites, but may not have the most up-to-date version. As a result, a web search may result in the selection of an outdated document. Over the last several months, this type of situation has caused confusion regarding the Academic Year Calendar. The best way to be sure you're finding an accurate calendar is to go the OSR website rather than performing a browser search. If you opt to browse for the document, note the date on the document and verify that it is the latest version.

The OSR website has access to the most recent calendars on the **Academics** tab. Links for the past and current Academic Year Calendars bring the user to the associated *Undergraduate Catalog*, and a link to a PDF is available for the future Academic Year Calendar.

Communication to Students

The University of Maine System has designated MaineStreet email as the email account of record for all students, including those at UMaine. All official correspondence between the university and its students will be addressed to the student's MaineStreet email account (e.g. bananas@umaine.edu). Critical information regarding student email, including mail forwarding recommendations, is found at <http://umaine.edu/portal/communication/>.



MaineStreet offers the option for instructors and advisors to communicate with their students from within the class roster, grade roster and Advisor Center by using the "notify" button available on these pages. When this process is used, the communication is automatically sent to the student's MaineStreet email account.



Military Status

There has been growing interest in recognizing students who are military veterans. Even though UMaine works closely with students who receive military educational benefits, since a student's military status is not considered part of UMaine's Directory Information, this information may not be released to a third party without written consent from the student.

February

- February 1
 - Last day to drop a course for a refund.
 - Summer University 2016 enrollment begins.
- February 5
 - Updated list of fall missing grades sent to colleges.
- February 8
 - Fall 2016 Schedule of Classes available to departments for review.
- February 15
 - Graduation list is to be made final for December 2015 graduates.
 - Advisor and concentration listings distributed for updating.
- February 18
 - Classes dropped on or before this date will not appear on transcript.
 - Notification of missing grades to students and list to colleges.
- February 22
 - Spring 2016 immunization holds placed and email sent for students non-compliant with immunization law.
- February 23
 - List of students with enrollment holds sent to deans.
- February 29
 - Deadline for assigning Advisors.

March

- March 1
 - Reserved seats information due in OSR.
 - Fall 2016 PINs, enrollment appointments, & Term Activations created.
- March 7
 - Spring recess begins.
- March 15
 - Deadline for May 2016 Application for Graduation.
- March 17
 - May 2016 degree candidate lists sent to colleges with transcripts.
- March 21
 - Classes resume.
 - Fall 2016 Wish List validation begins.
- March 28
 - Fall 2016 enrollment begins.

April

- April 8
 - Notification sent to students with Fall incomplete grades; lists sent to deans (will lapse May 16).
- April 13
 - Last day to withdraw from a class and receive W grade. Withdrawn classes after this date will receive failing grade (4:30 pm).
- April 27
 - Create final grade rosters Spring regular session.
- April 29
 - Open enrollment for Fall 2016 begins.



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

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Written and Edited by Linda Reid

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